Authorized Third Party

Installation and Configuration Guide

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Information Technology Group

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Authorized Third Party Installation and Configuration Guide

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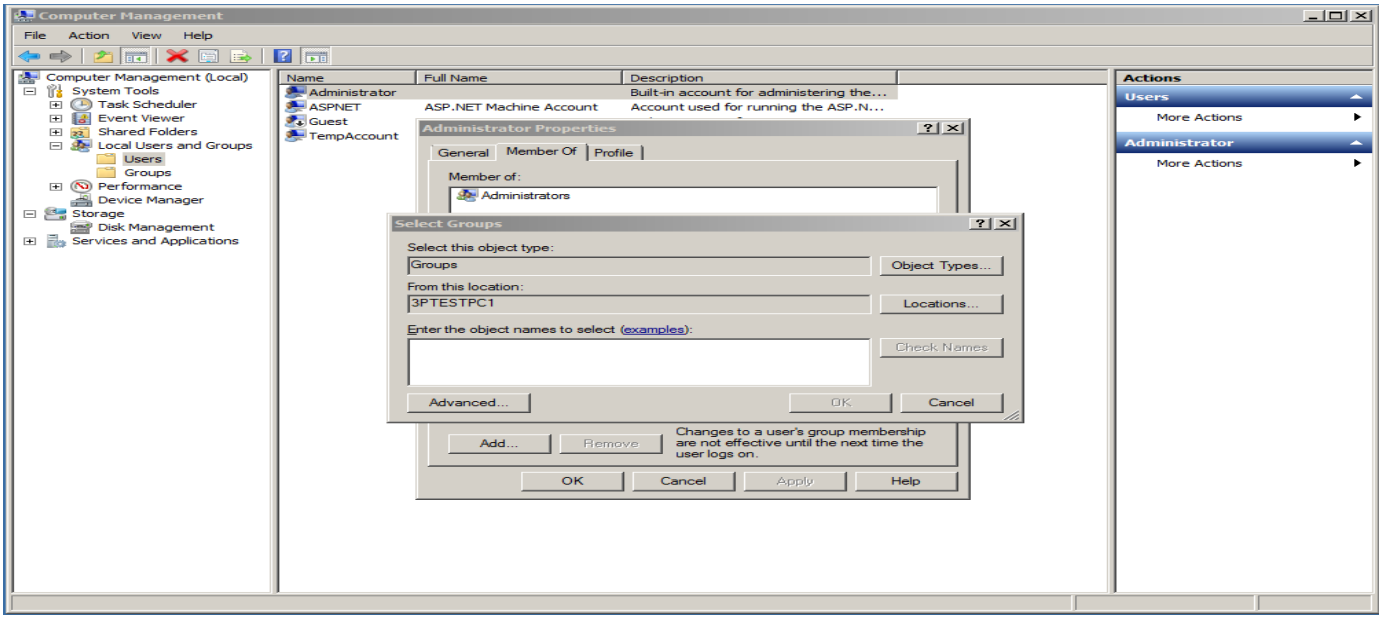
Creating the local Administrator Account

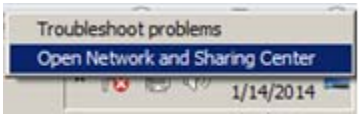
1. Log on to Windows 7 Ultimate as the local administrator. This account is set up when Windows Ultimate is installed. Set the Local Administrator password to **3Partymvd**.
2. At this time create your own account by using your RACF and add it to the Local Administrator group by using the following method.
3. Right click my computer and select Manage
4. Expand Local Users and Groups
5. Select Users
6. Double click “Administrator” on the right
7. Select the “Member of” tab
8. Select “Add”
9. Add your RACF ID and select ok



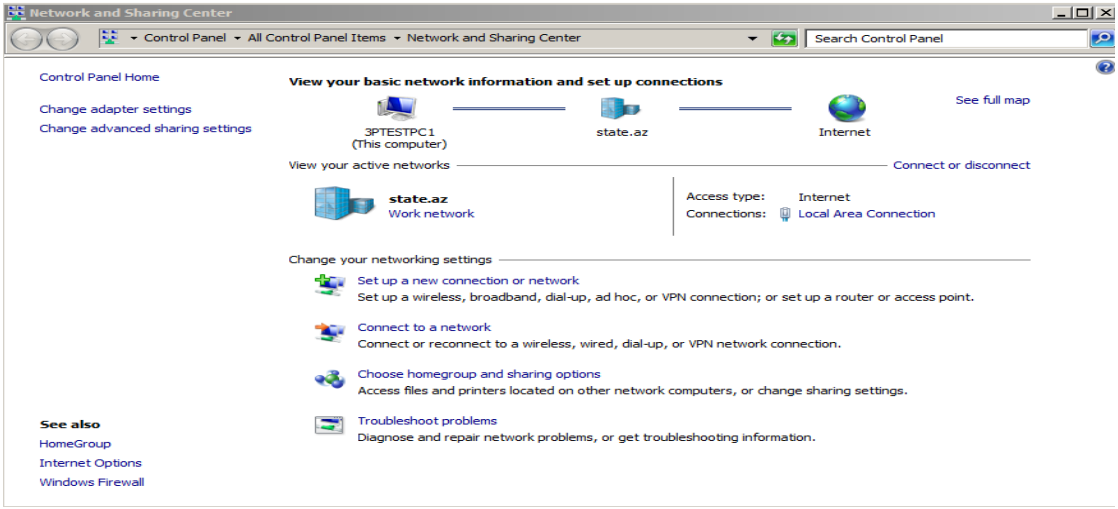
Configuring Windows 7 Professional Network Settings

1. On the taskbar in the lower right portion of the right-click on the Network icon

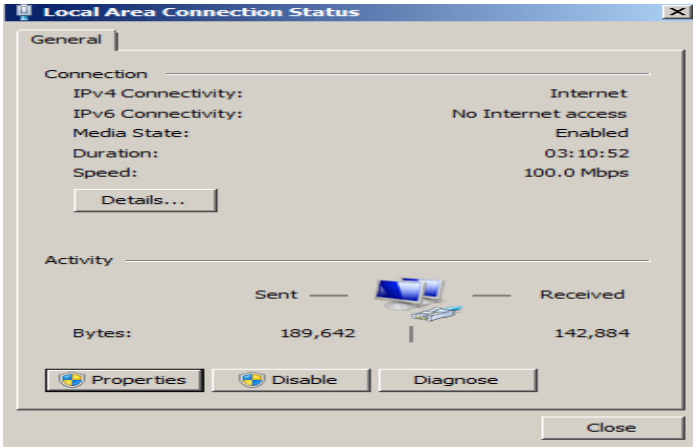
Select “Open Network and Sharing Center”

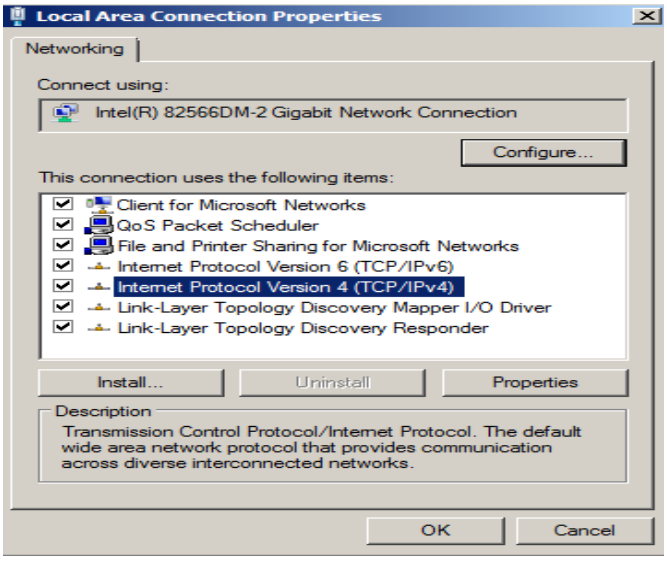


2. Select “Local Area Connection”



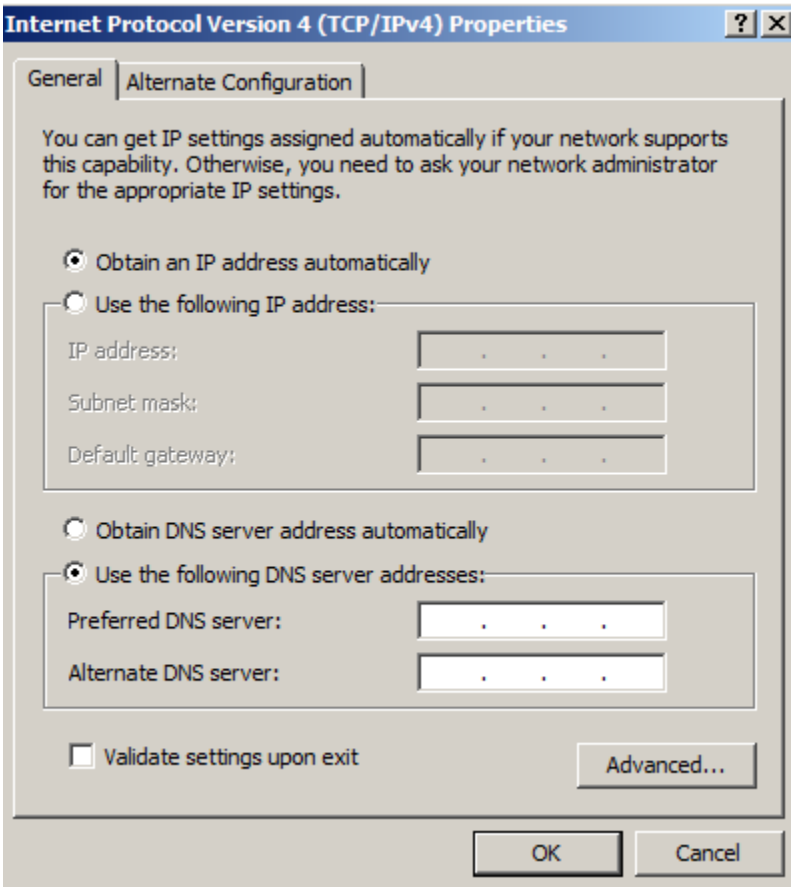
3. Right-click the Local Area Connection icon and select Properties.



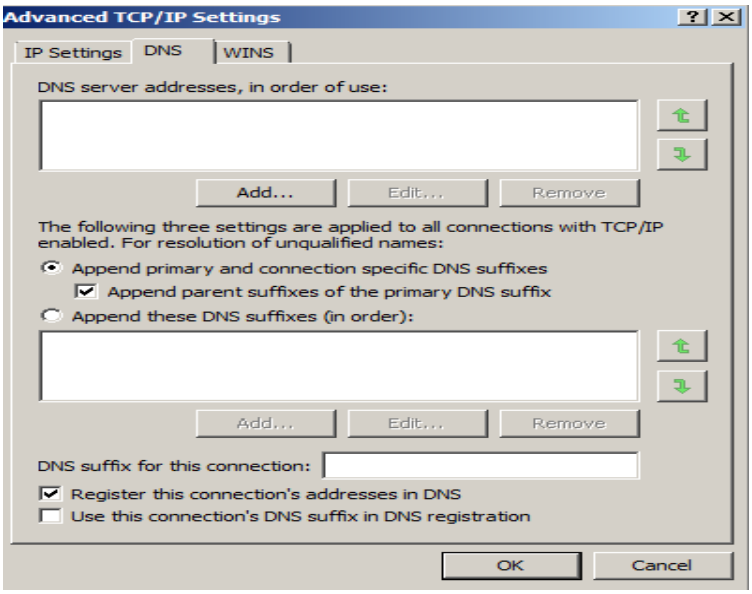


4. Highlight Internet Protocol (TCP/IP) and then select the Properties button.

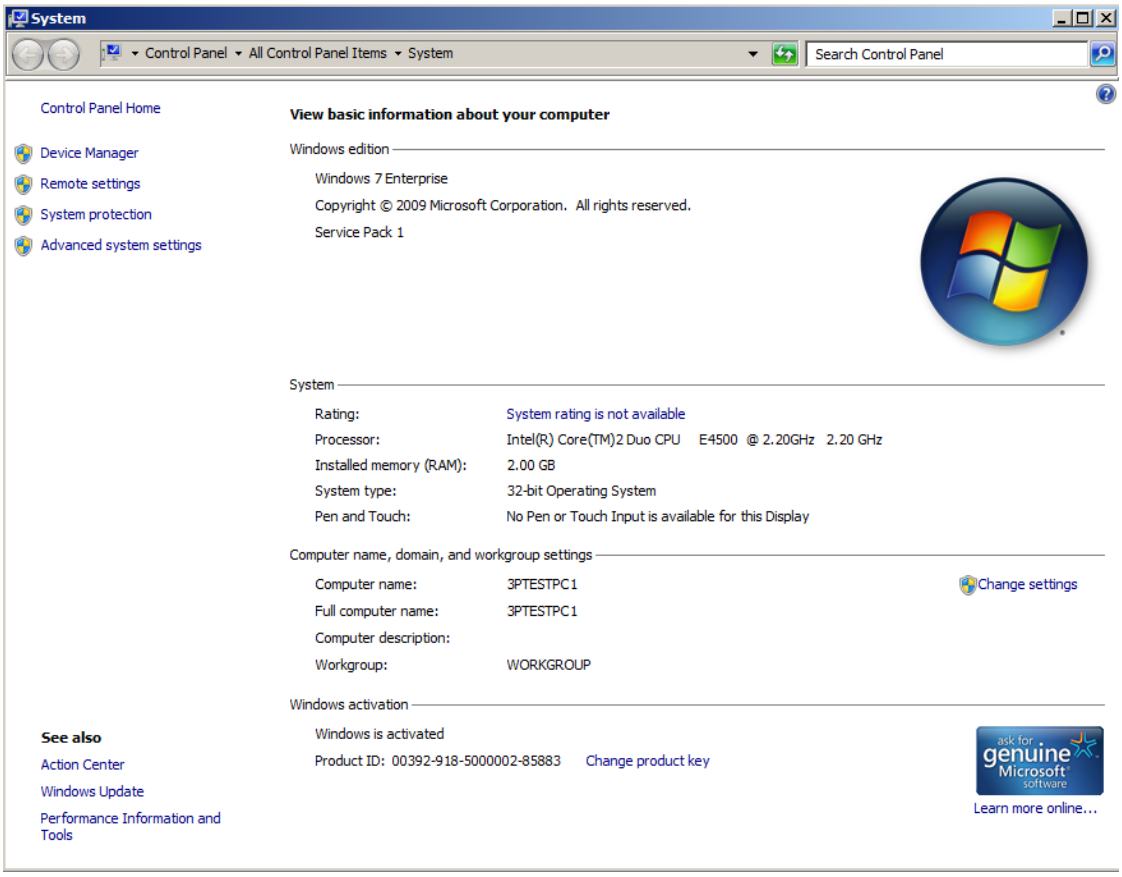
5. Select “Obtain an IP address automatically” radio button



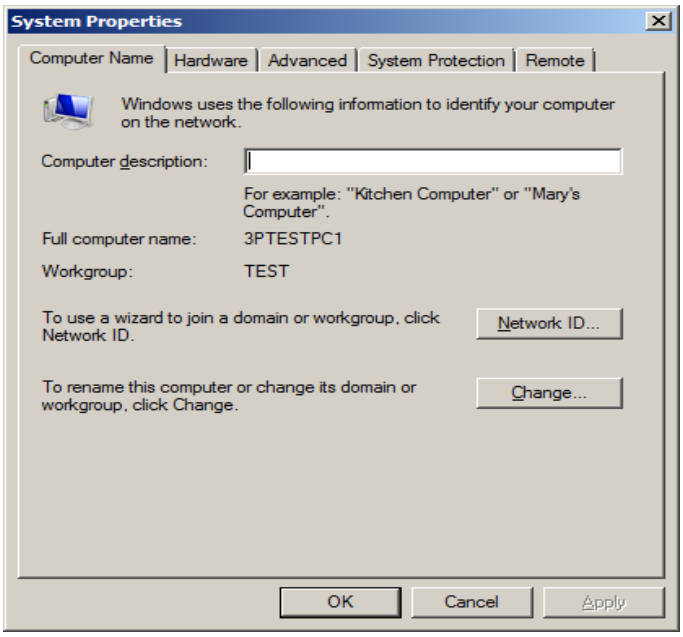
6. Select Advanced and check “Append primary and connection specific DNS suffixes” and check Append parent suffixes to the primary DNS suffix



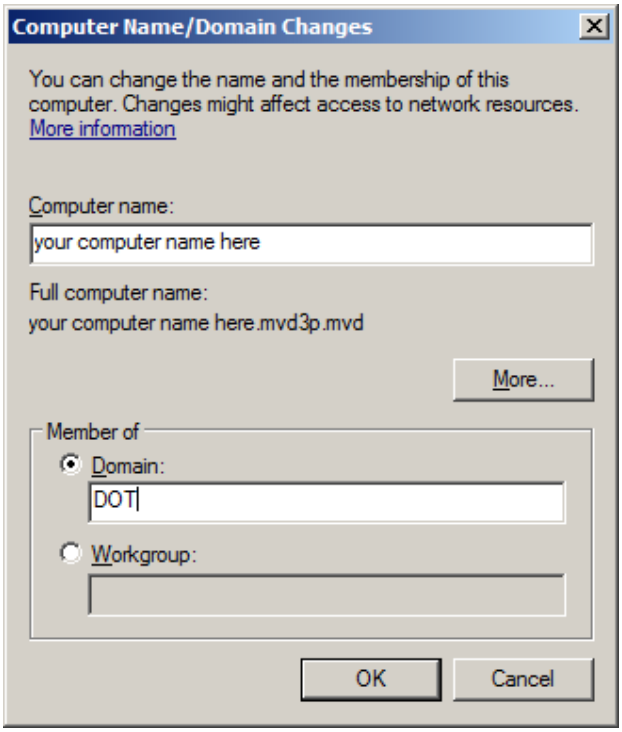
7. Right-Click on the Computer icon on your desktop and select the Properties button.



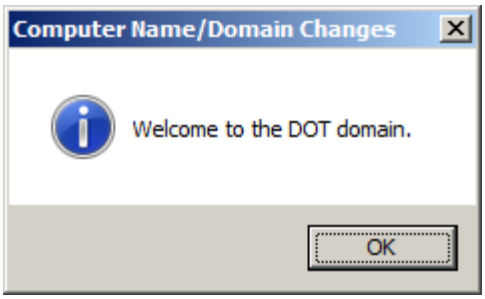
8. Select Change



9. Enter the Computer name and the Domain name as given on the Master Information Sheet (MIS).



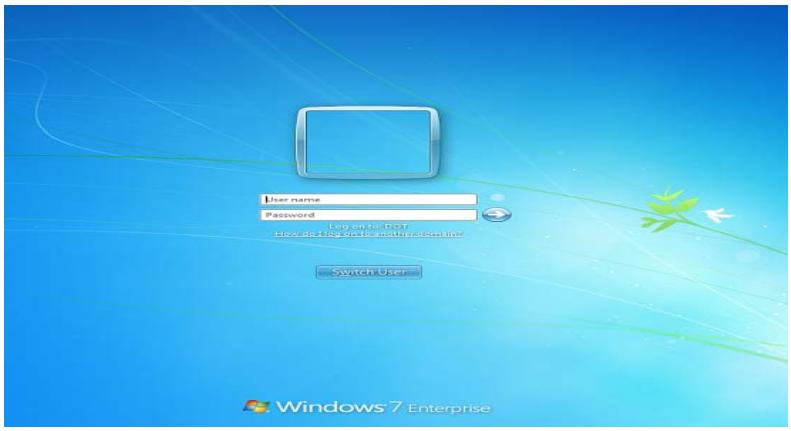
10. After communication with the DOT domain has been established, a welcome message will appear *This may take a few minutes* and then select “OK”.



11. Once connection is established to the DOT domain, Select OK to close the System Properties window.

12. You will be prompted to restart your computer, select Yes to restart now.

13. Once rebooted, select the Control, Alt, and Delete buttons to log on.



You are now ready to proceed to Chapter Two, “HP JetDirect 500X Installation and Configuration”.

Exhibit 1

Authorized Third Party Master Information Sheet (MIS)

AUTHORIZED THIRD PARTY PROVIDER INFORMATION	
ATP Company Name	
ATP Contact Name(s)	
ATP Physical Address	
ATP Phone Number(s)	
Vendor Name & Phone	

INTERNET/WAN INFORMATION*	
Service Provider Name	
Service Provider Phone #	
Installation Date	
Cable/xDSL Modem Make and Model	
Download Speed	
Upload Speed	
Static IP Address	
Subnet Mask	
Default Gateway IP Address	
DNS IP Addresses (list all)	

LAN INFORMATION (ADOT USE ONLY)	
Domain Name	DOT.STATE.AZ
Subnet Starting IP	
Subnet Mask	
Default Gateway IP Address	
Primary DNS Server IP Address	
Secondary DNS Server IP Address	
Primary Wins Server IP Address	
Secondary Wins Server IP Address	
DHCP IP Range	
Static IP Reservation Range	

For PCOMM TN3270 Configuration Host Name: AZDTMVSA.DOT.STATE.AZ

	Computer Name (ADOT USE Only)	LU Name
1		
2		
3		
4		

	Printer	IP Address
1		

THIS SECTION ADOT USE ONLY		
Prepared by:	**VPN Installation Date:**	**Prepared on date:**
SDP #:	**Segment #:**	**County Code:**

***This section must be completed by the Internet Service Provider while the installer is onsite.**

HP JetDirect 500X Installation and Configuration

***Note:** When typing configuration commands do not include the quotation marks.

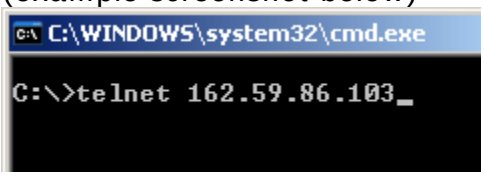
1. **Obtain the current IP address information**

Place parallel cable from printer into port 1 of the JetDirect box.
Press and hold the TEST button on top of the JetDirect box until the STATUS light begins to blink.
This will create a print out of the current JetDirect box settings. Included in the information will be its IP address.

2. Telnet

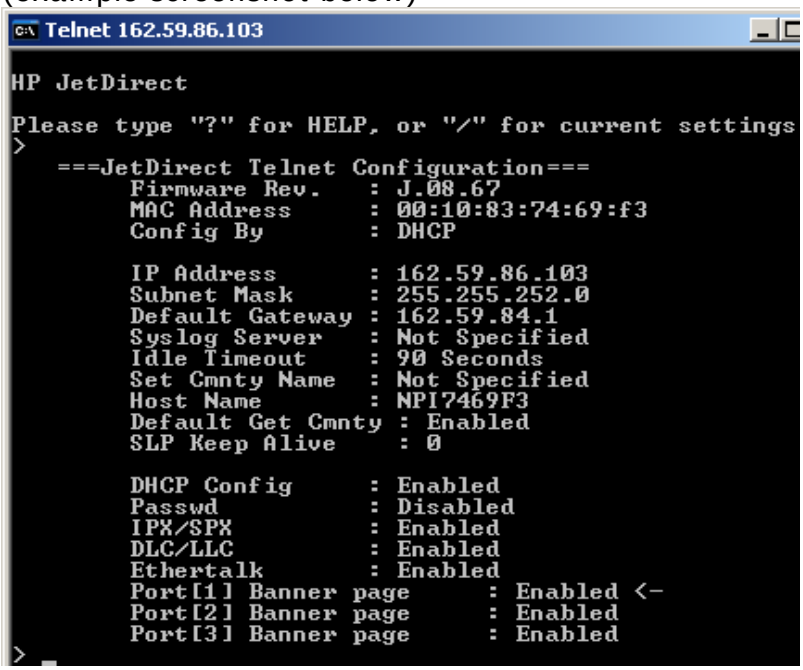
Open command prompt (CMD).
Telnet to the current IP address of the JetDirect box. Type: "telnet xxx.xxx.xxx.xxx" then <ENTER> where "X's" is the ip address.

(example screenshot below)



Press <ENTER> this will take you to the JetDirect menu
Press "/" and <ENTER> to display the current settings.

(example screenshot below)



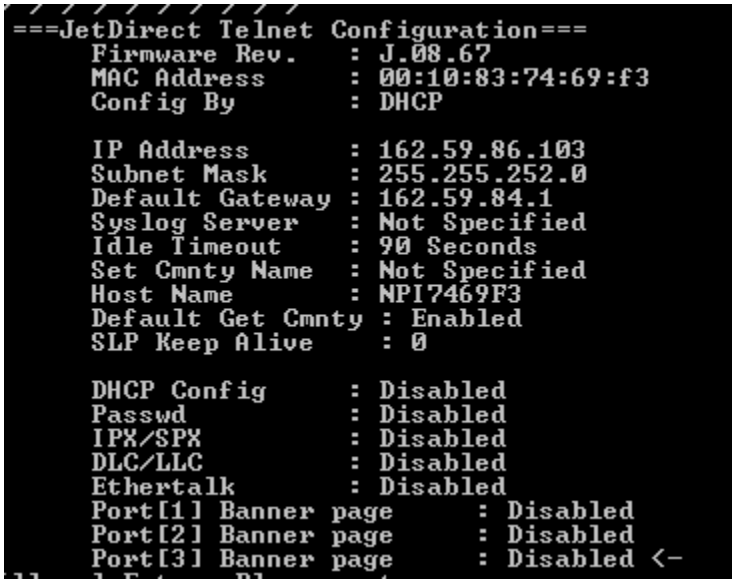
3. Configure settings to disable unnecessary protocols and options.
(For a complete list of commands available type "?" then <ENTER>).

(**Note**: in the commands below there are no spaces, and the "0" is zero)

a. Type: "dhcp-config: 0" then <ENTER>
b. Type: "ipx/spx:0" then <ENTER>
c. Type "dlc/llc:0" then <ENTER>
d. Type "ethertalk:0" then <ENTER>
e. Type: "port:1" then <ENTER> Type "banner:0" then <ENTER>
f. Type: "port:2" then <ENTER> Type "banner:0" then <ENTER>
g. Type: "port:3" then <ENTER> Type "banner:0" then <ENTER>

4. Configure the new JetDirect box IP address information from the MIS
a. Type: "ip:xxx.xxx.xxx.xxx" then <ENTER> (where "x's" are, use IP address info)
b. Type: "subnet-mask: xxx.xxx.xxx.xxx" then <ENTER> (where "x's" are, use IP
address info)
c. Type: "default-gw:xxx.xxx.xxx.xxx" then <ENTER> (where "x's" are, use IP
address info)
Confirm that settings are correct.
d. Type: "/" then <ENTER>
e. Compare IP address information to MIS

Settings like screenshot below



5. Quit and Save Changes
Type: "quit" then <ENTER>

6. Verify new settings

a. Press and hold the TEST button on top of the JetDirect box until the STATUS light begins to blink. This will print out the current settings.

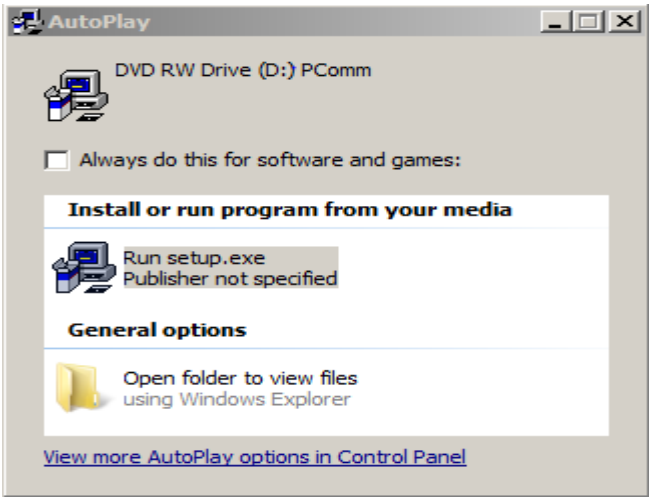
b. Compare the printed page to the MIS to verify settings are correct. If settings are not correct Telnet back to JetDirect box and adjust accordingly.

Personal Communications Installation for Windows 7

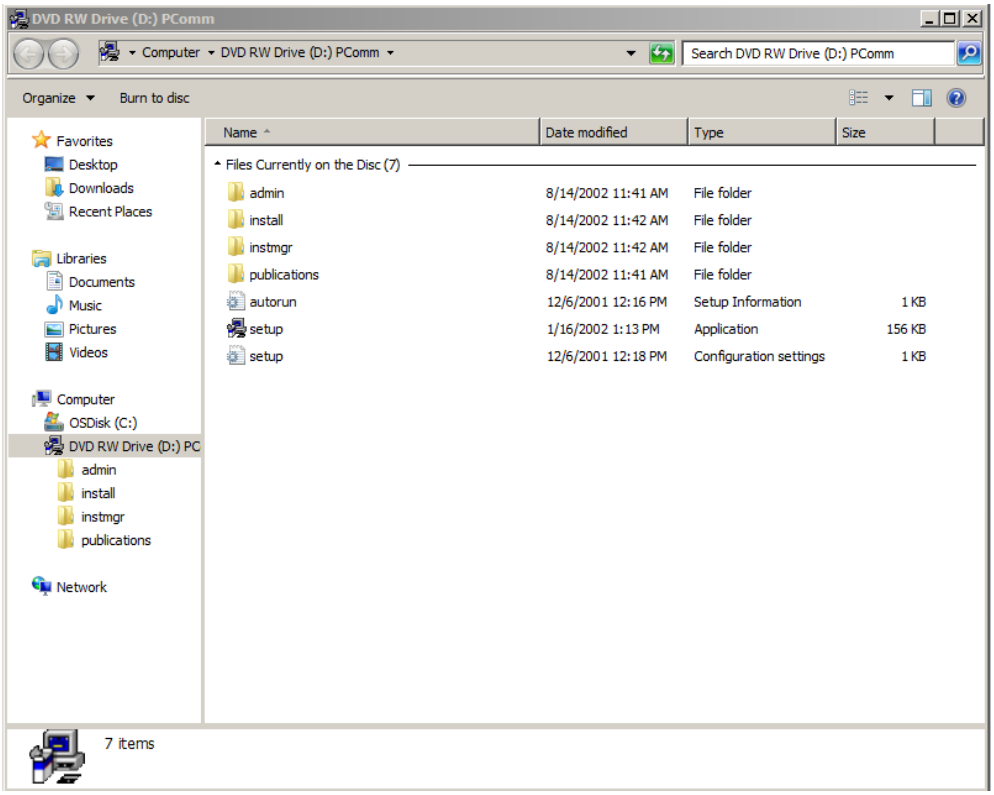
Setting up for Compatibility mode

1. Log on as Administrator

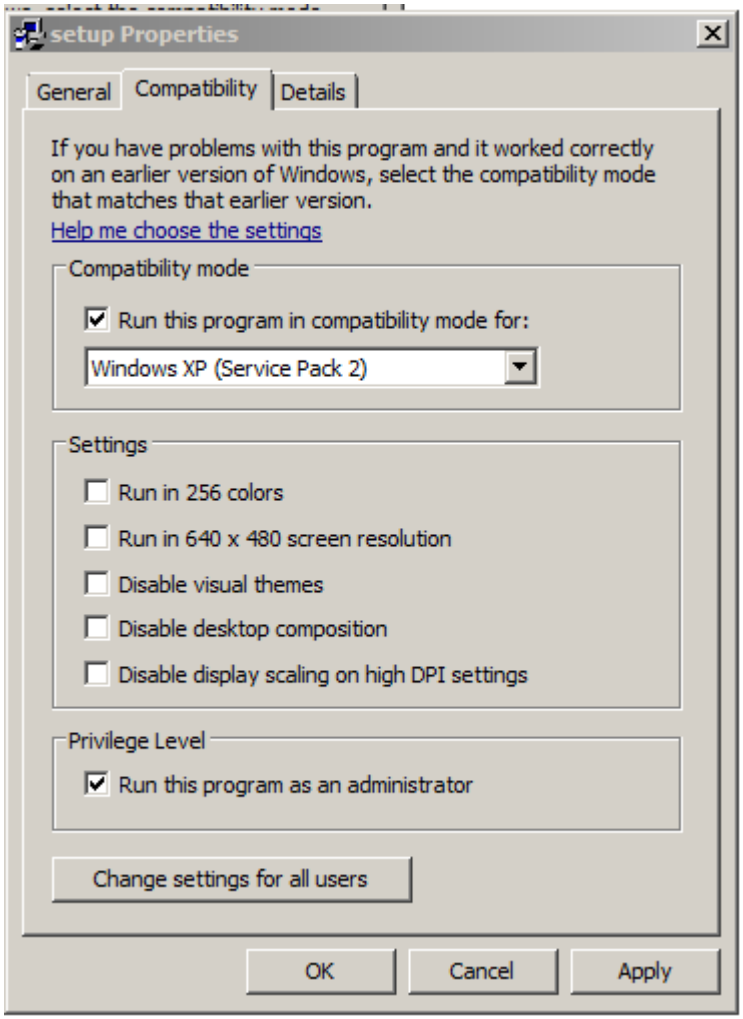
2. Insert CD in CD rom drive.



3. Select Open folder to view Files.



4. Select Setup.exe and right click on “Properties”



a. Select Compatibility then select “Run this program in Compatibility mode for:”

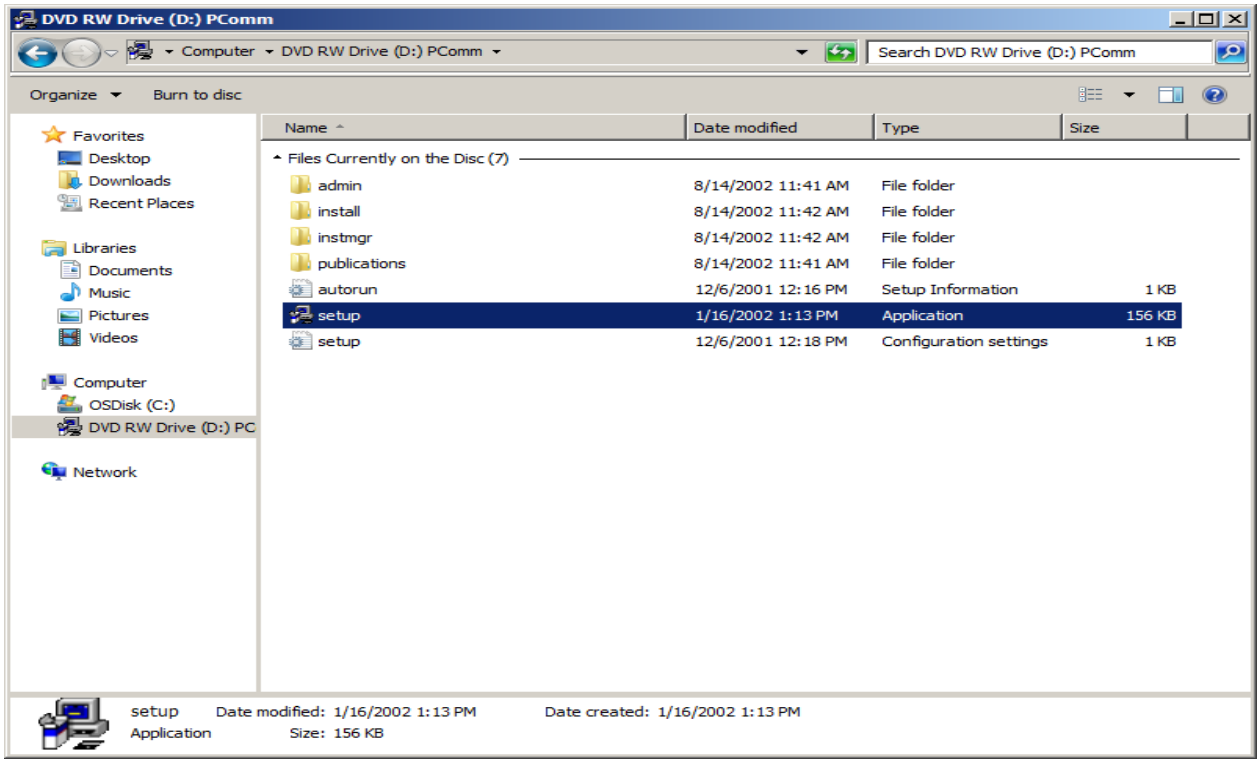
b. Windows XP (service Pack2)

c. Select under Privilege Level “Run This Program as an Administrator”

d. Select OK to close the dialog box

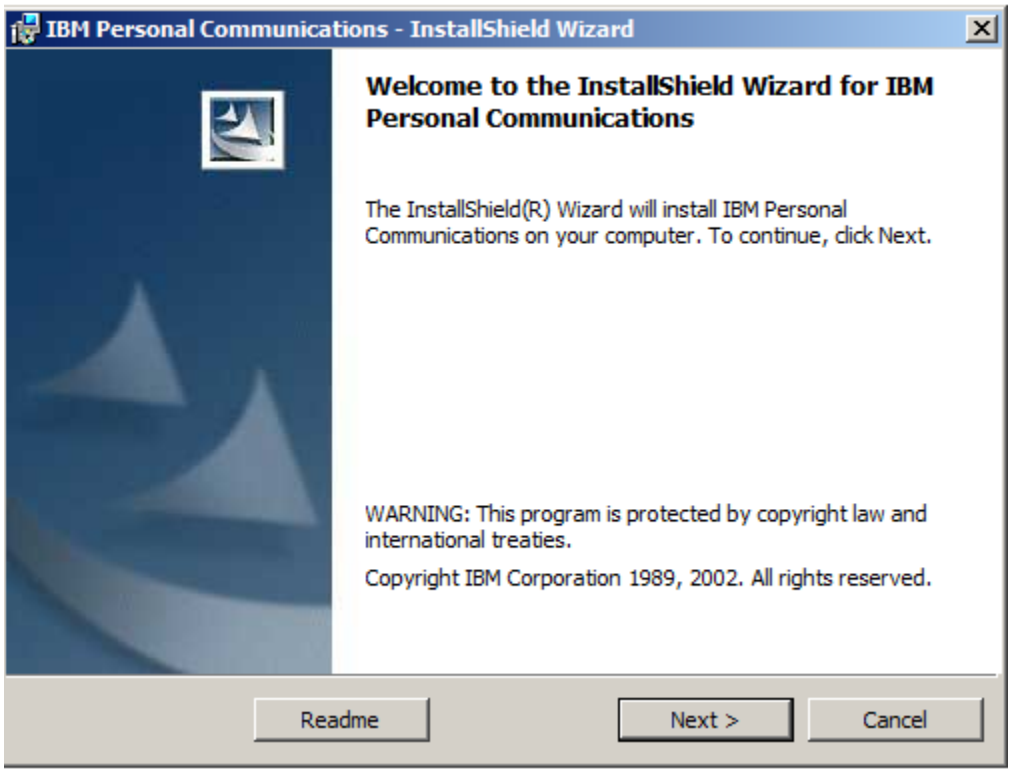
Installing Personal Communications

1. Double click on “Setup.exe” from the cd folder to start the install

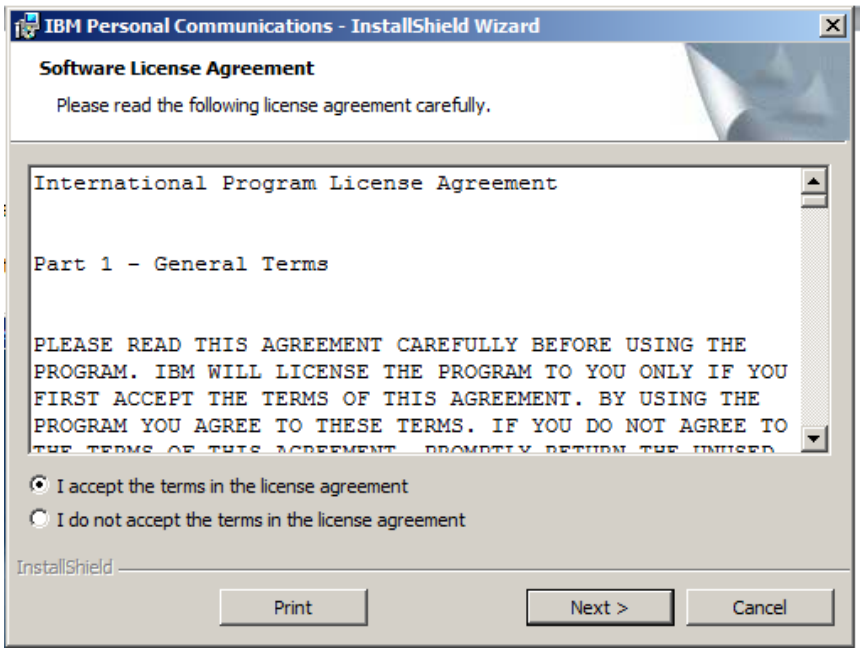


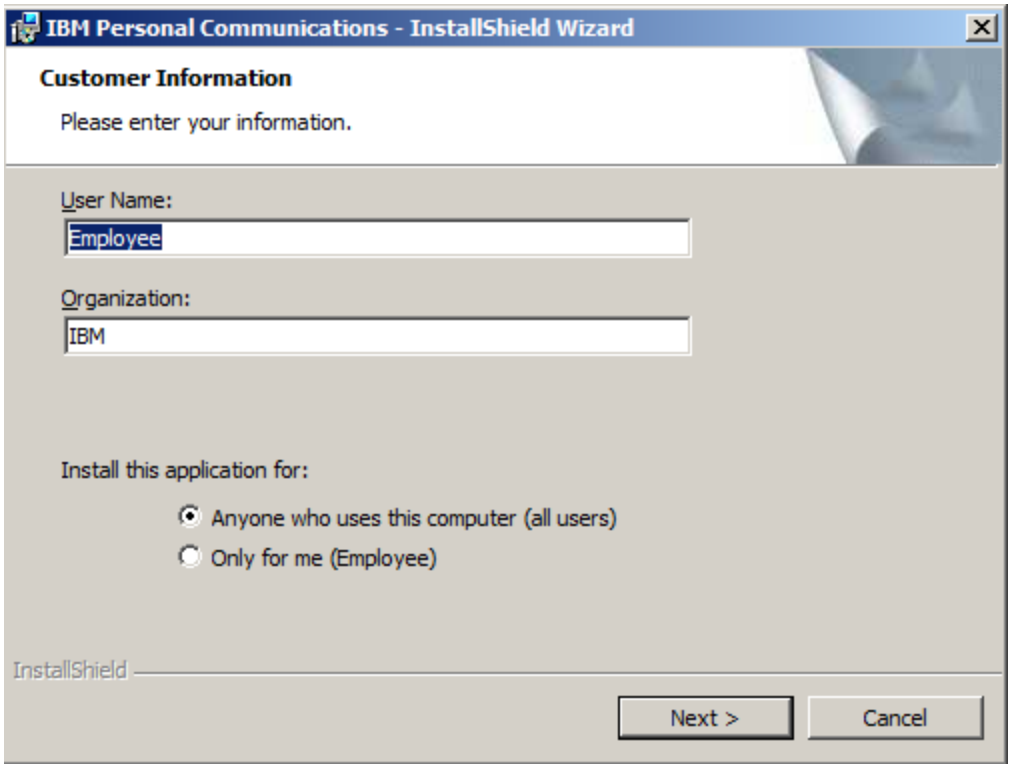
2. Select install product from IBM window

3. Select Next from the Install shield wizard Screen

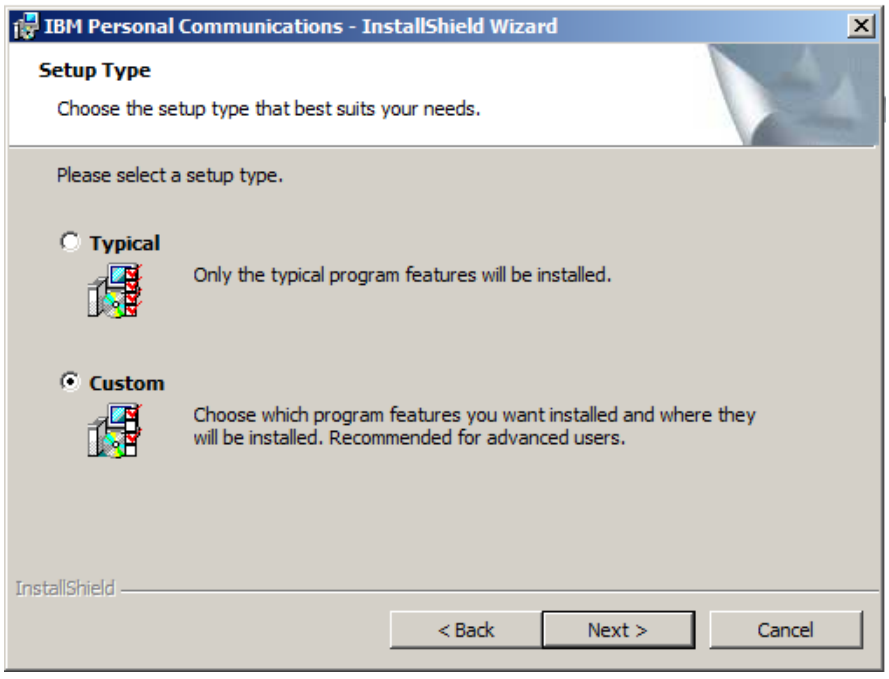


4. Select the" I accept the terms in the license agreement" and then select "Next"

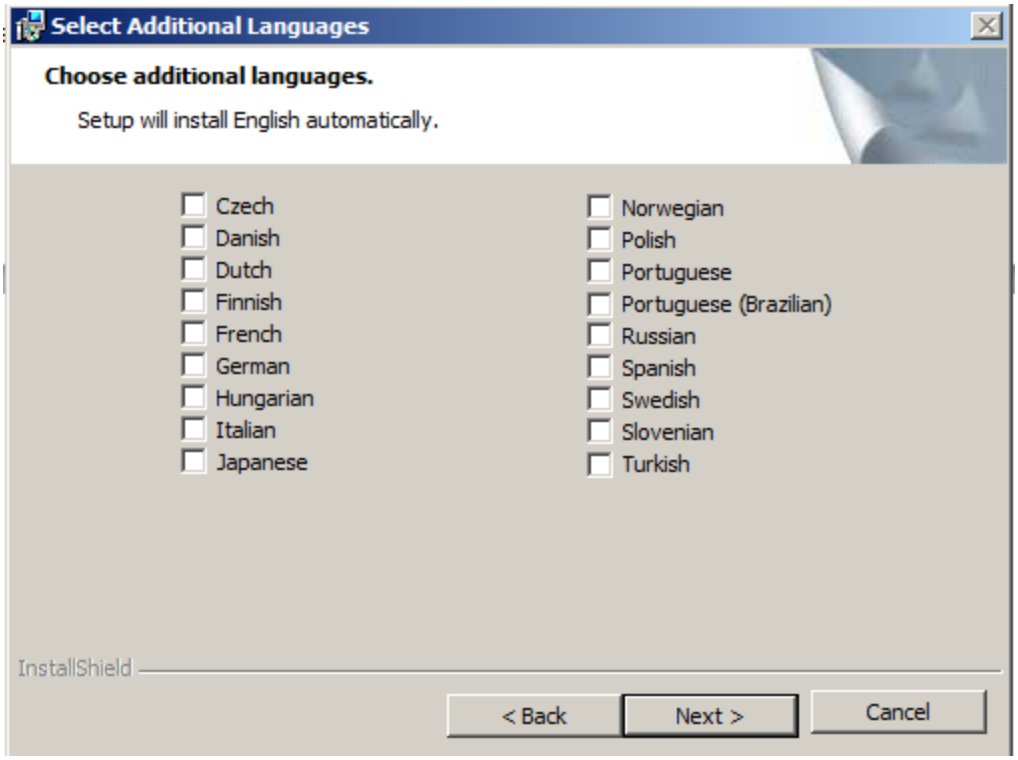




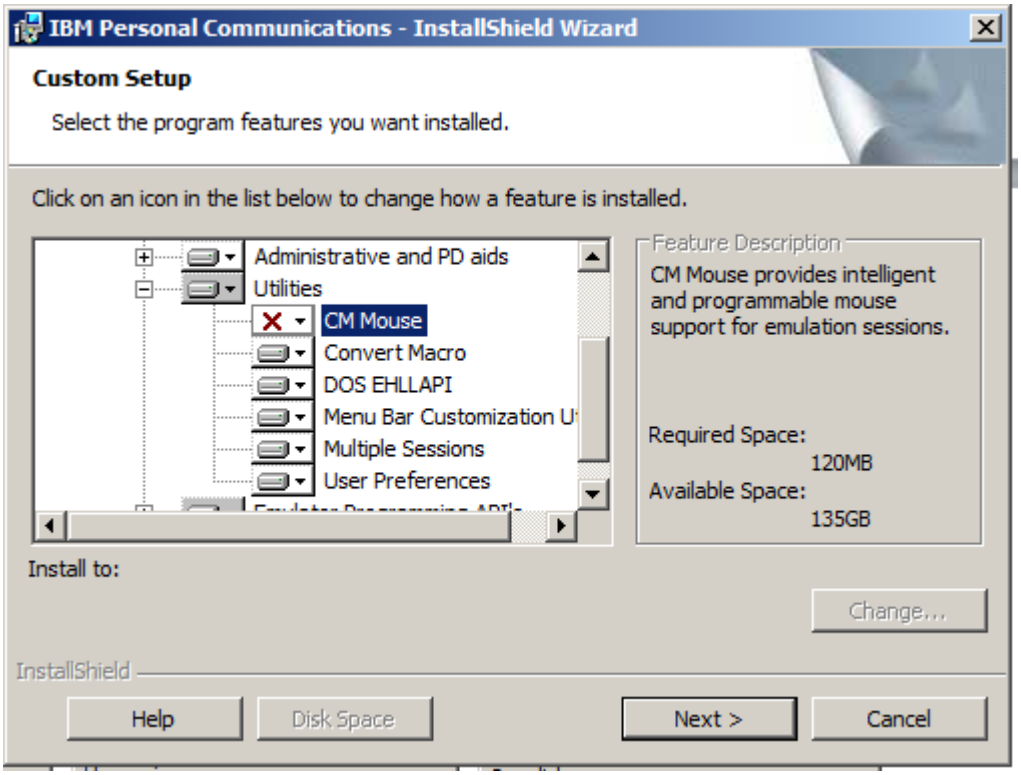
5. Leave the default information for user name and organization, and then verify and select if needed “Anyone who uses this computer (all users)” and select “Next.”



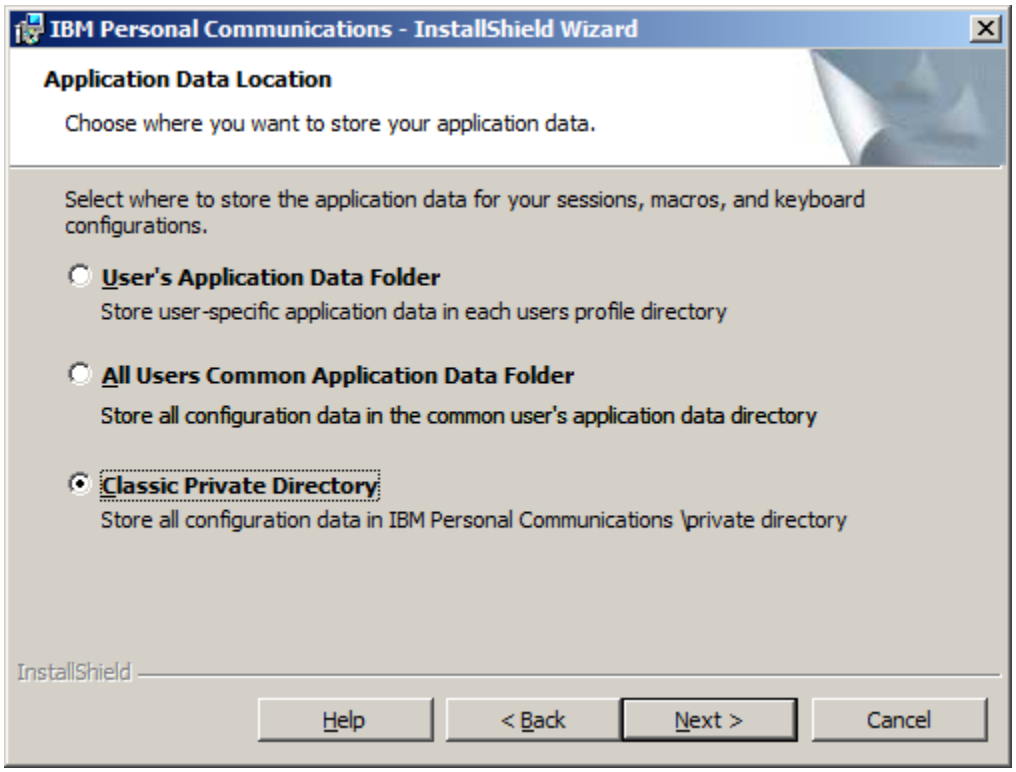
6. Choose custom install and select “NEXT.”



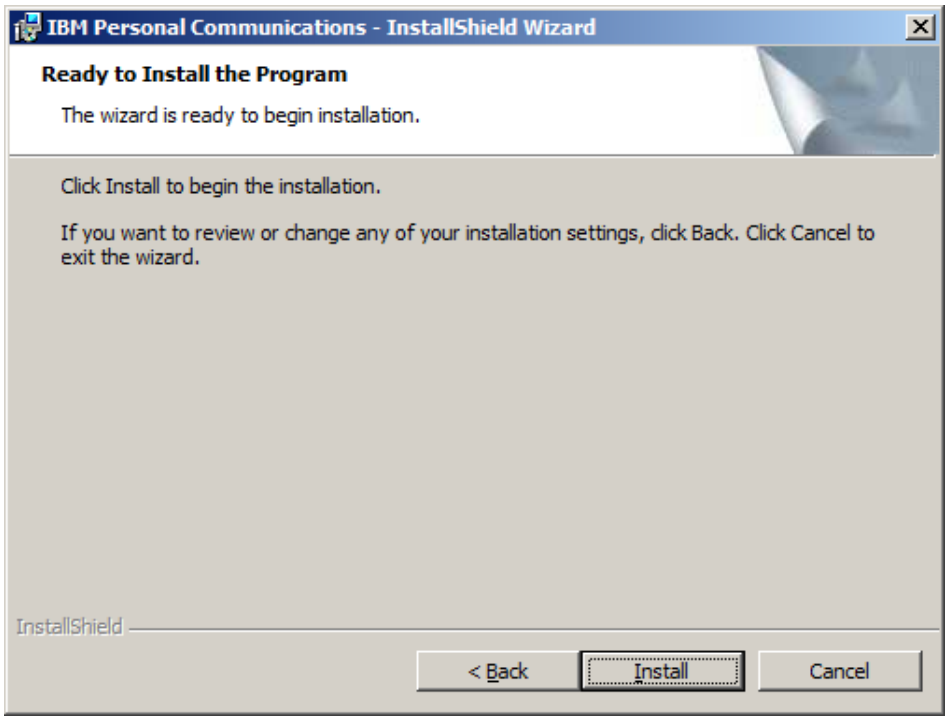
7. Do not select any language and then select “Next.”



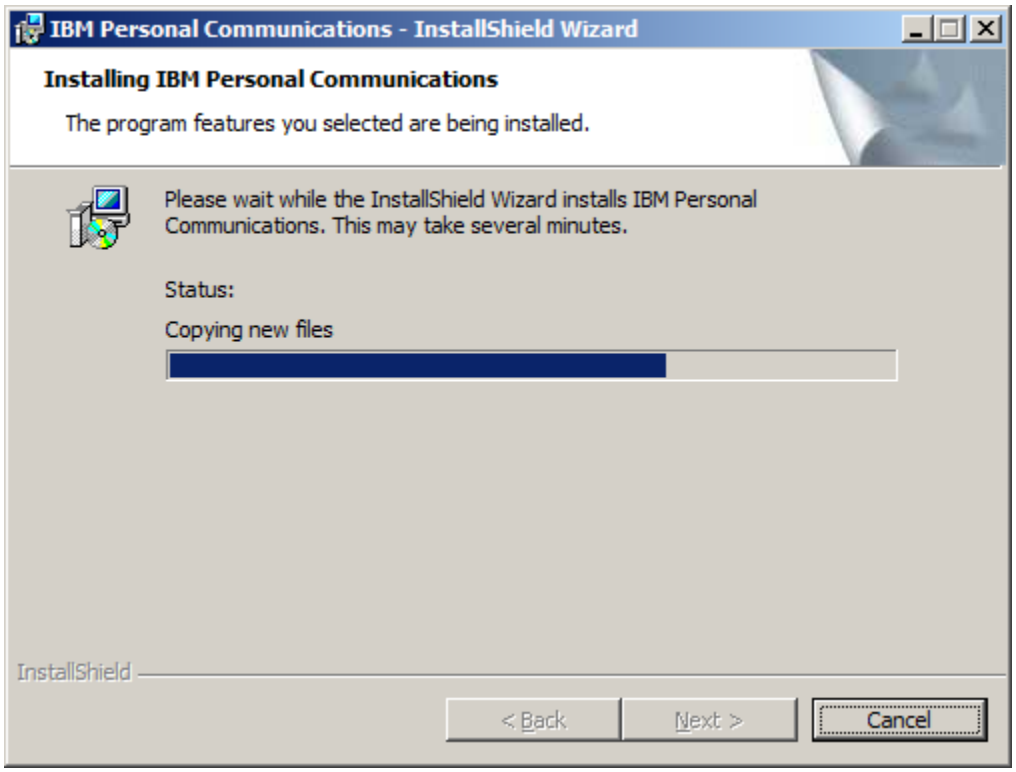
8. Expand Utilities and then select CM Mouse, select the option “This feature will be installed on local hard drive” and then select “Next.”

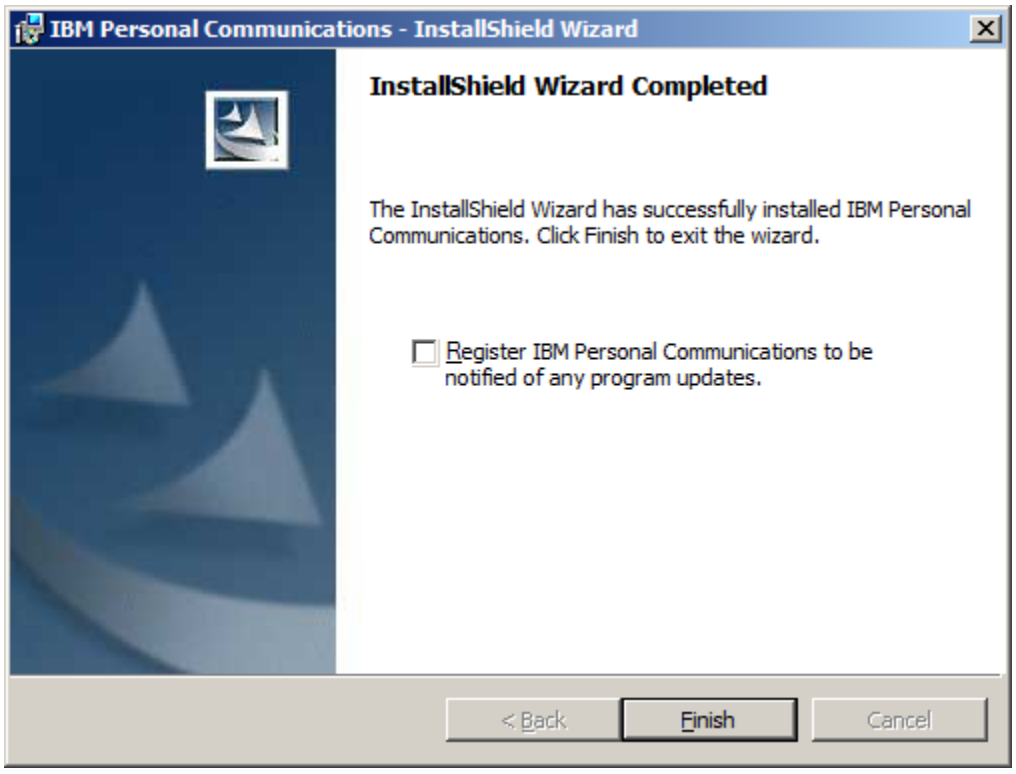


9. Select “Classic Private Directory” and then select “Next.”

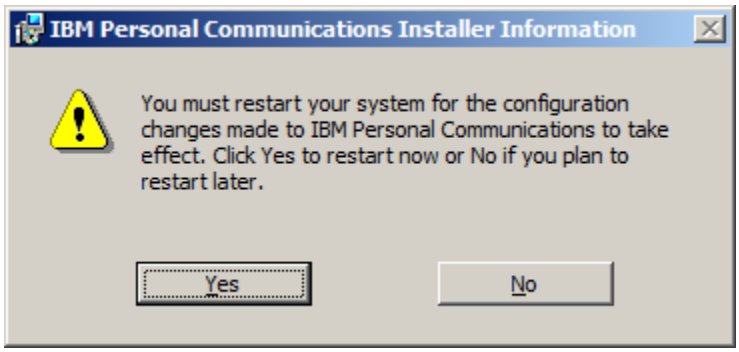


10. Select “Install.”



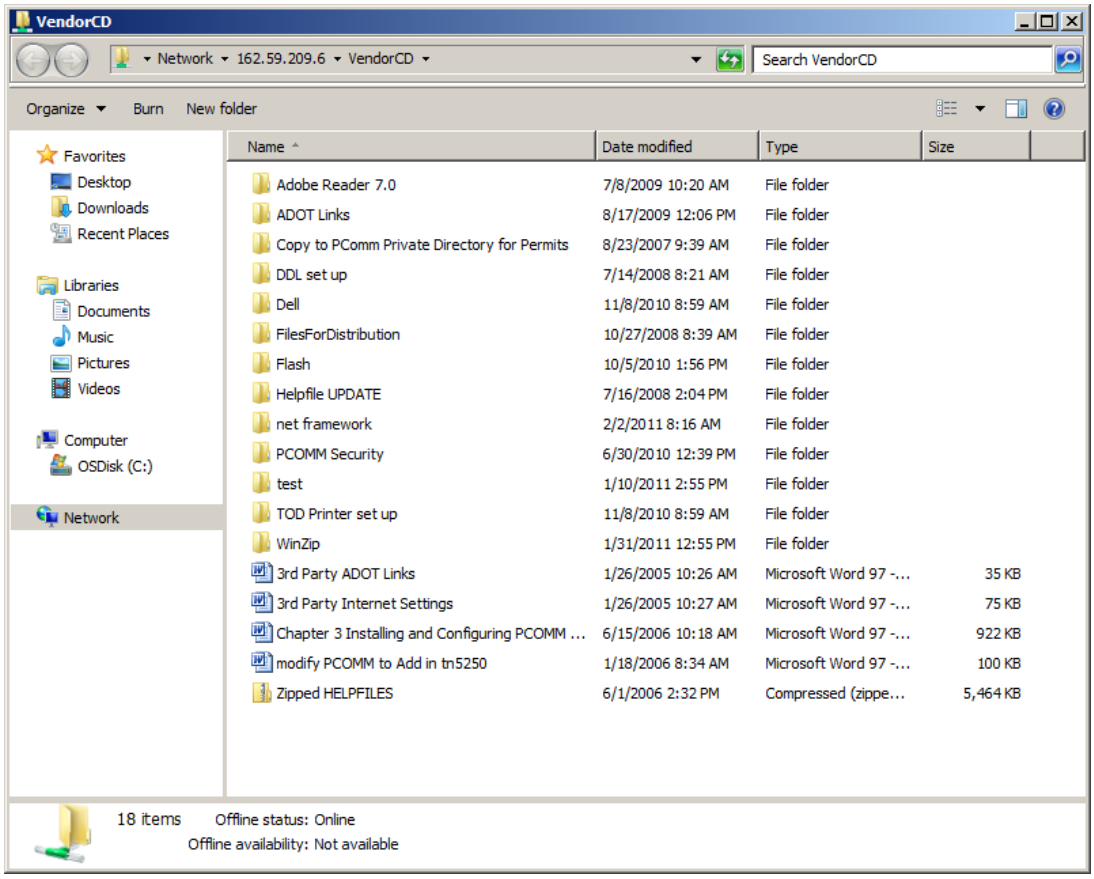


11. Select “Finish.”

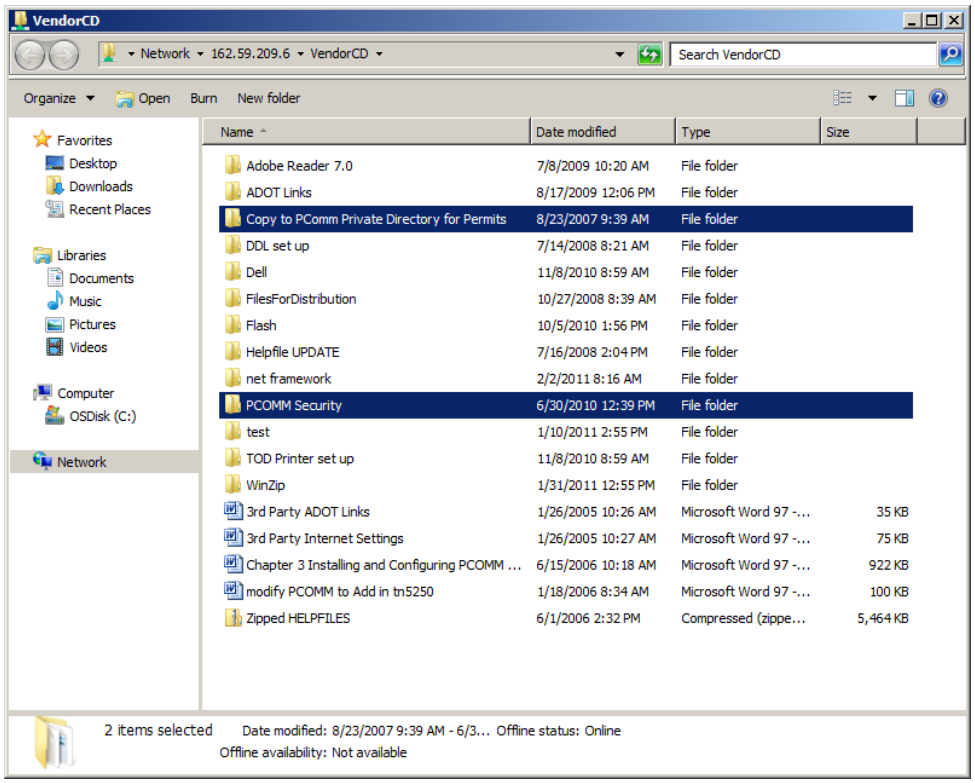


12. Select “Yes” to restart computer.

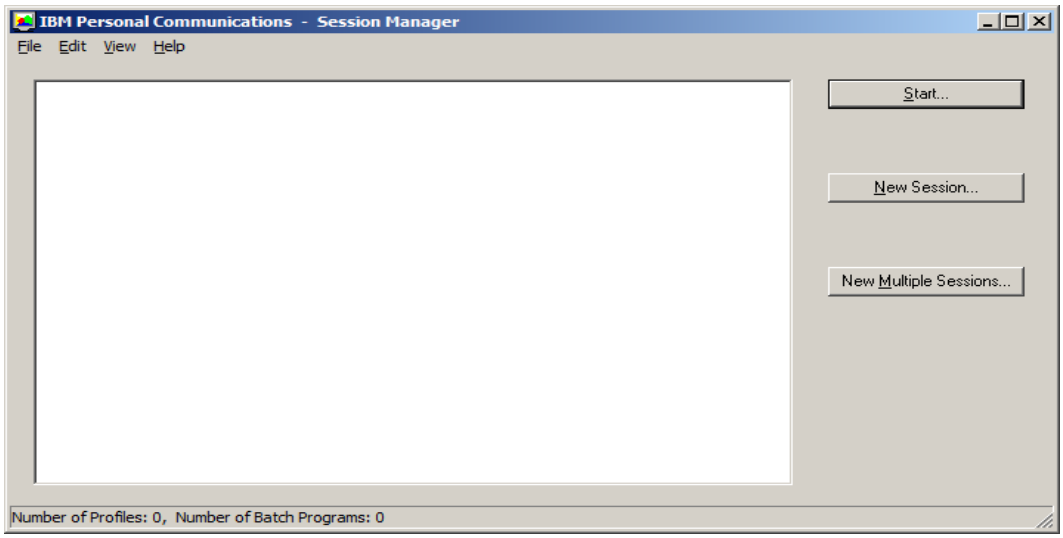
13. After reboot log on as the local administrator and select the “Run.” and enter the following network path: \\3pdata\3p\vendorCD.



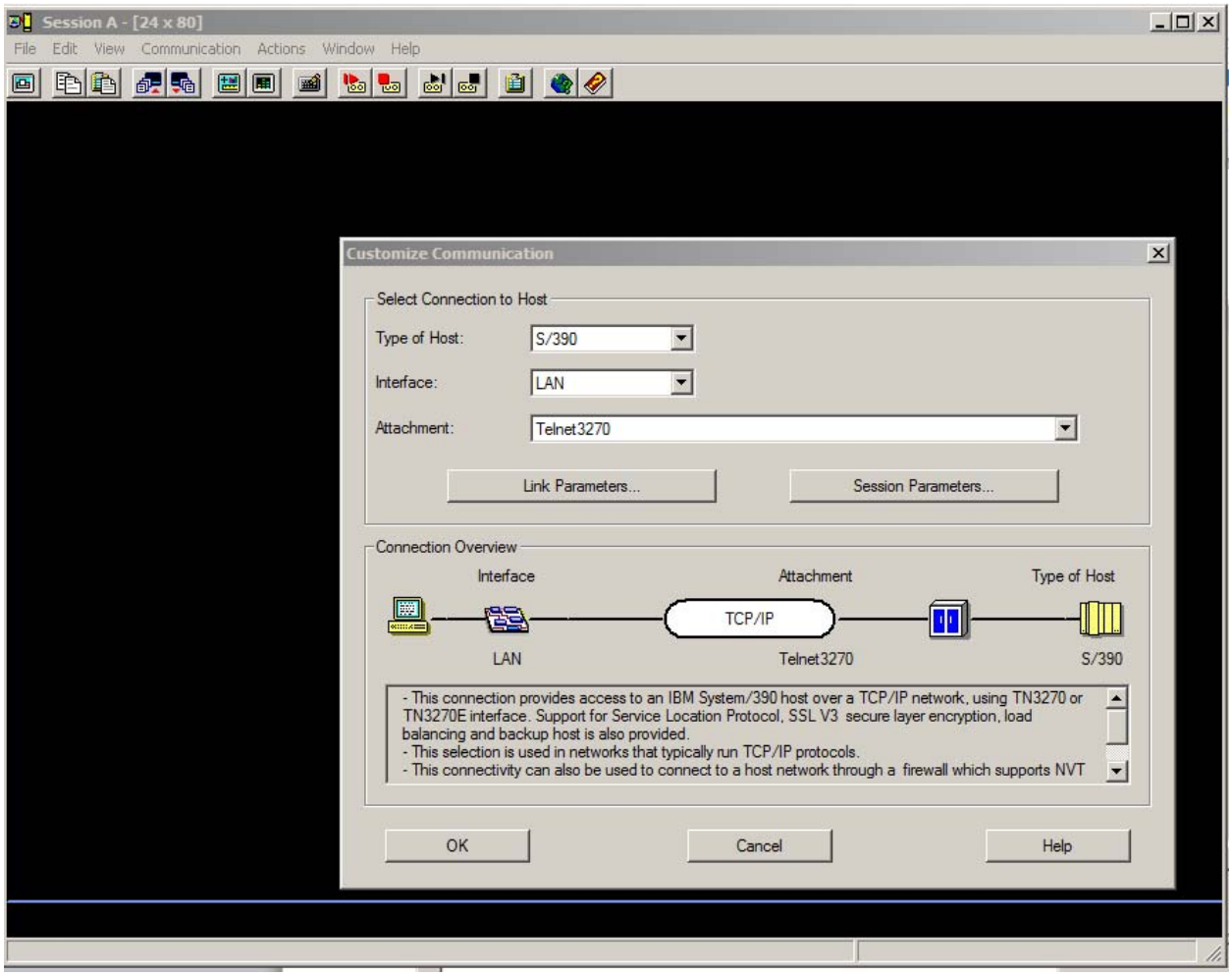
14. Select the contents of the "*Copy to PComm Private Directory for Permits*" and "*PComm Security*" and copy and paste to the C:\Program Files\IBM\Personal Communications\Private directory.



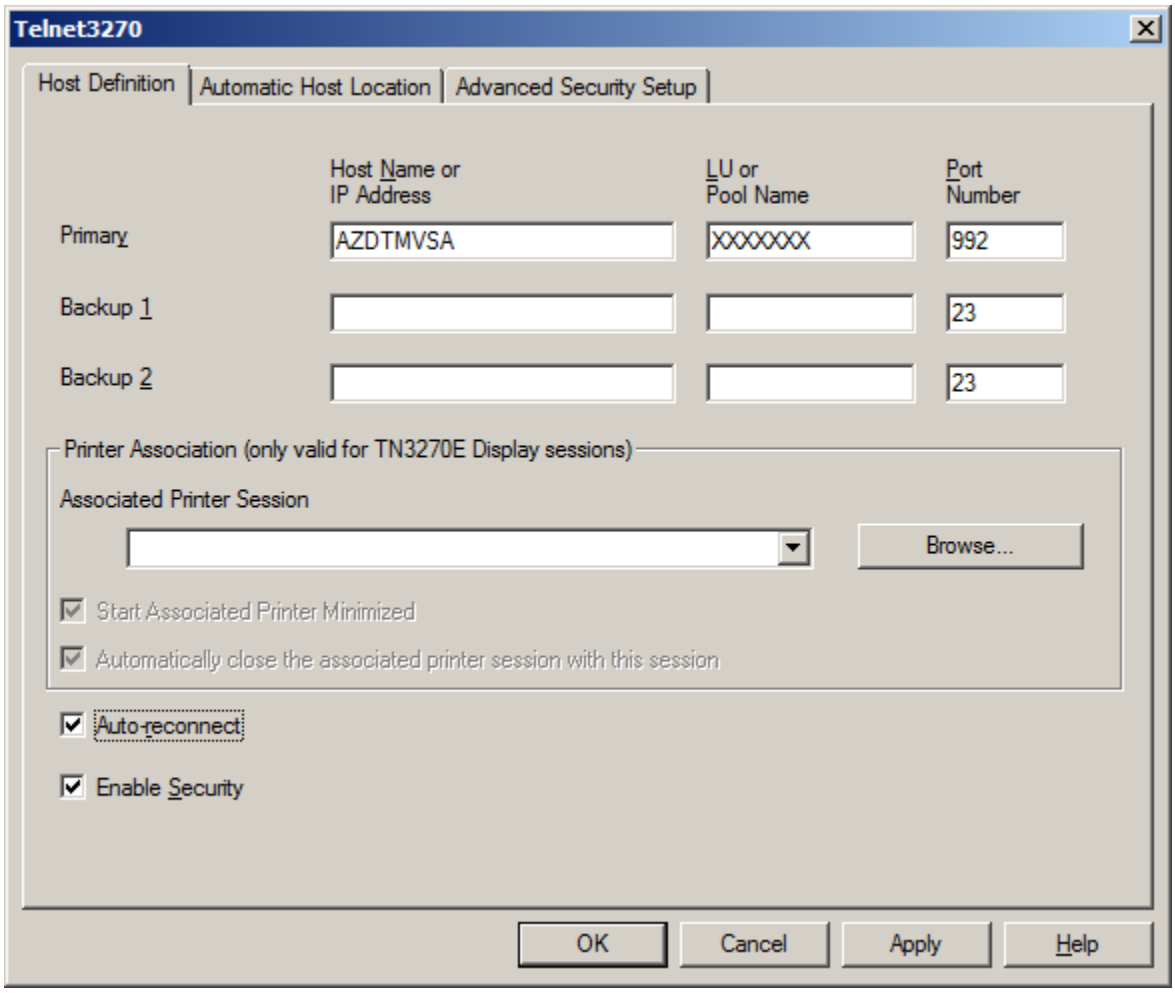
15. Go to Start - All programs - IBM Personal Communications and select "Start or configure session."



16. Select New Session.



17. Select Link Parameters



18. Type in the following fields:

Primary: Host Name or IP Address type *AZDTMVSA*

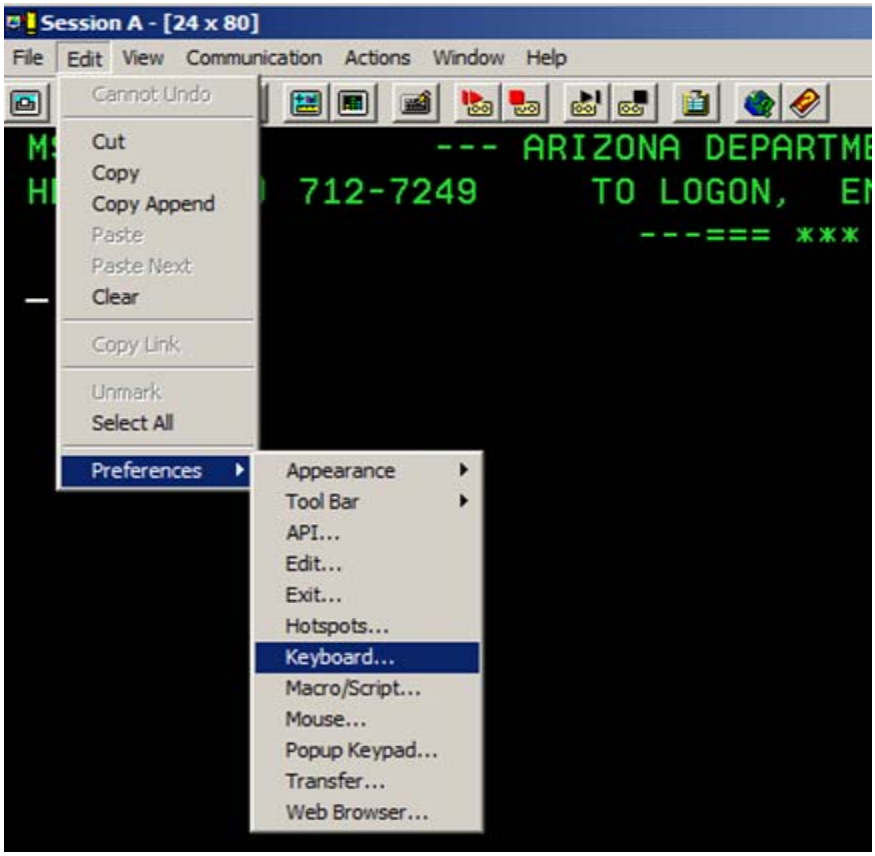
LU or Pool Name type *LU provided on MIS Form*

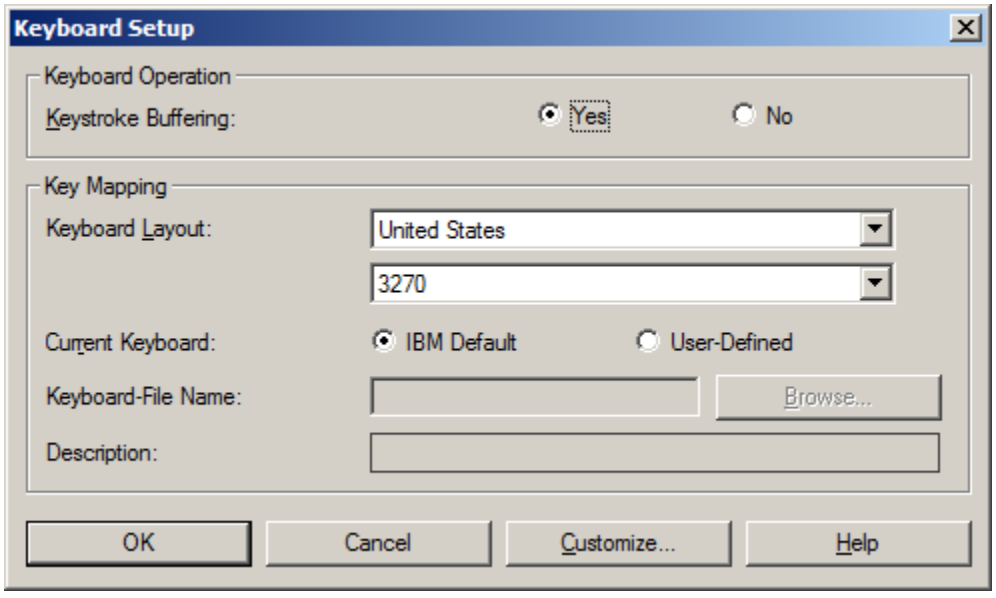
Port Number Type *992*

20. Select Check box for Auto-reconnect and Enable Security and then select “OK.”

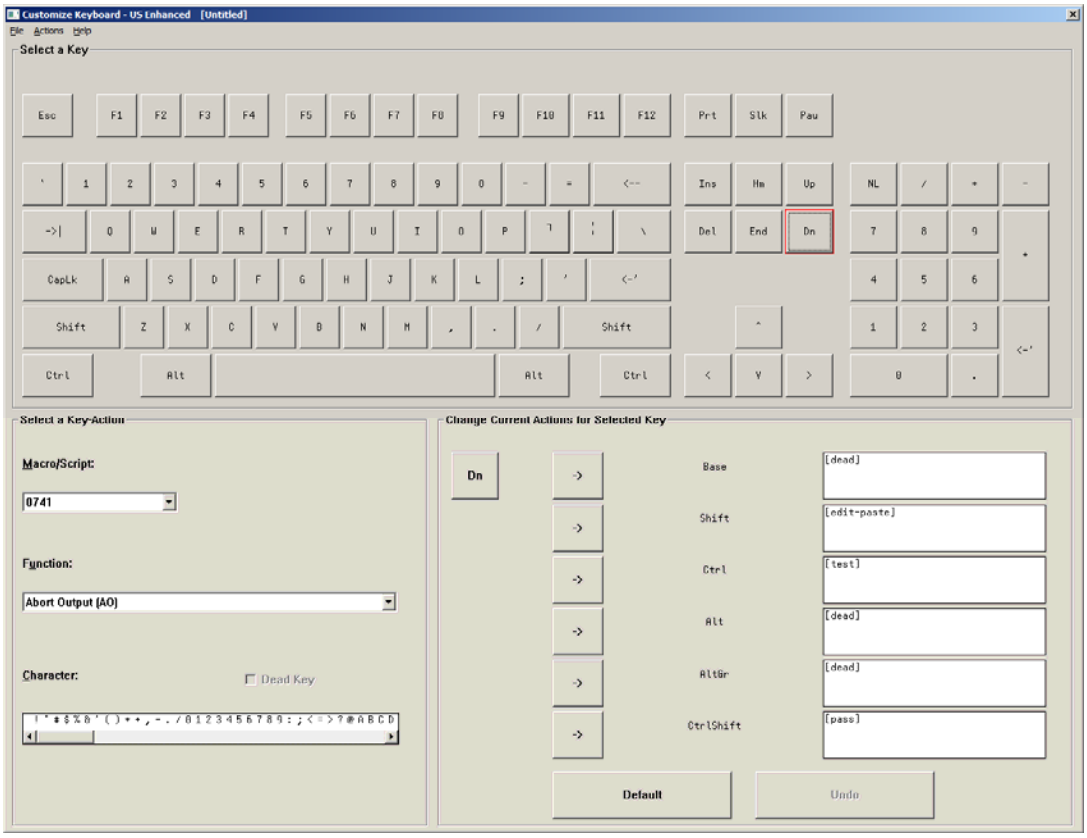
21. Select “OK” to exit the configuration.

22. To set the keyboard up select EDIT from Menu bar, Preferences, keyboard

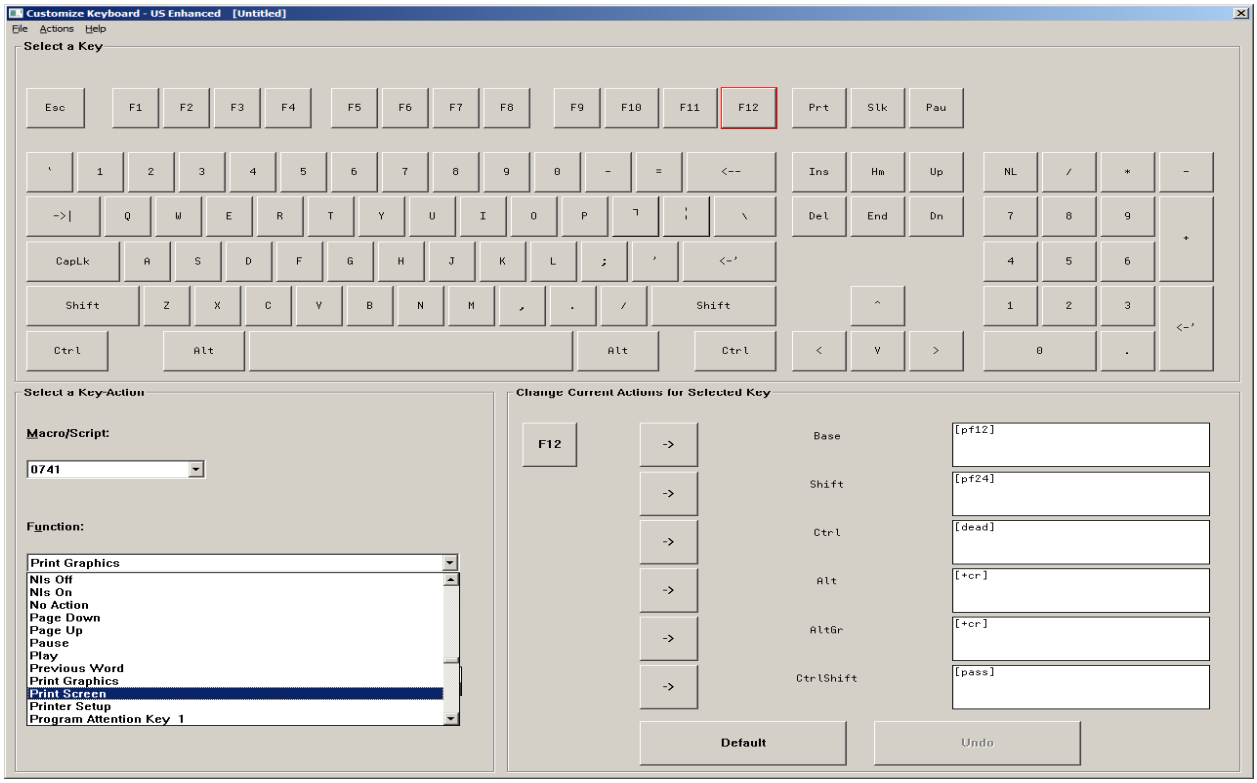




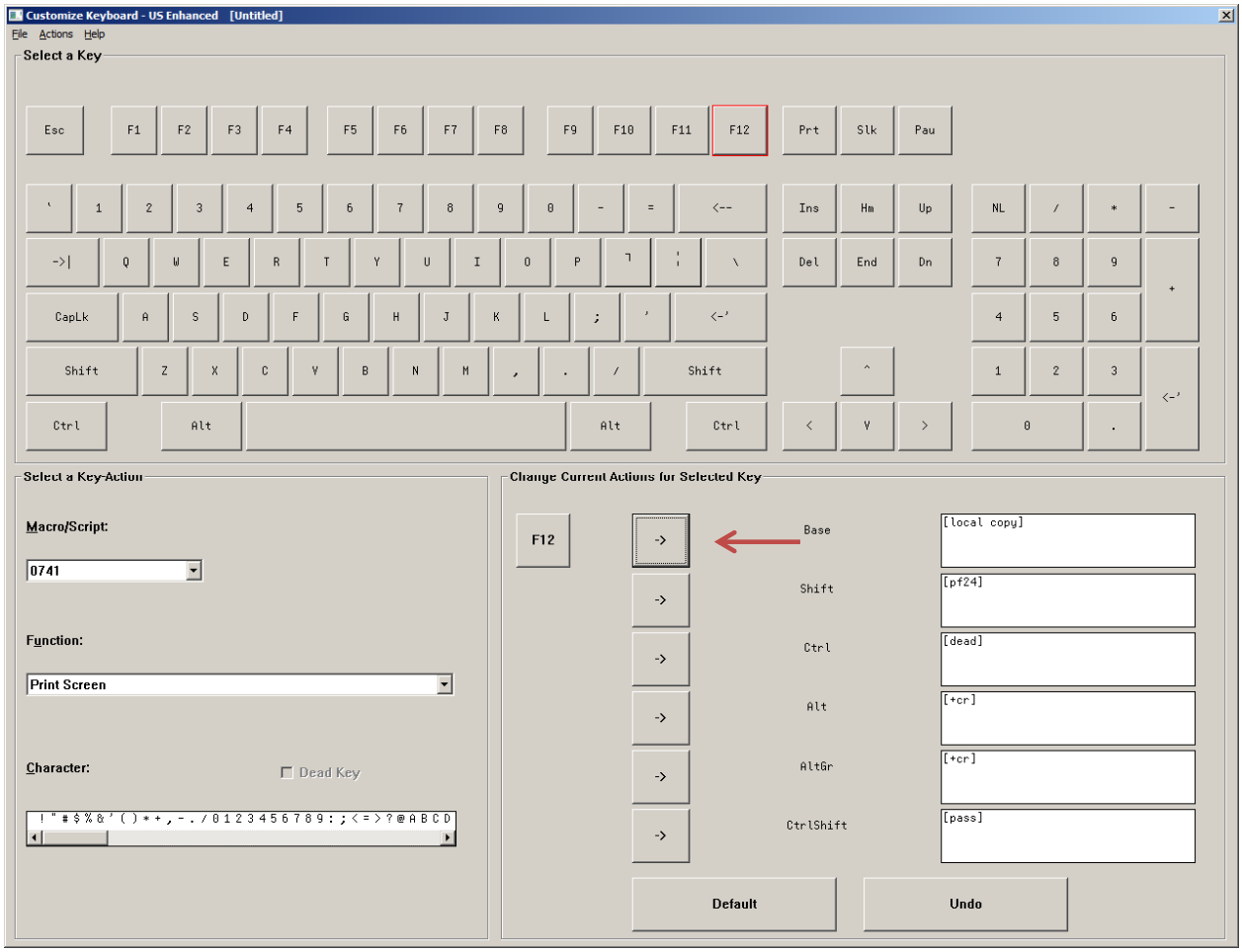
23. Select “Customize.”



24. Select the “F12” key this step will define the print function and then under “Functions” scroll down to print screen.

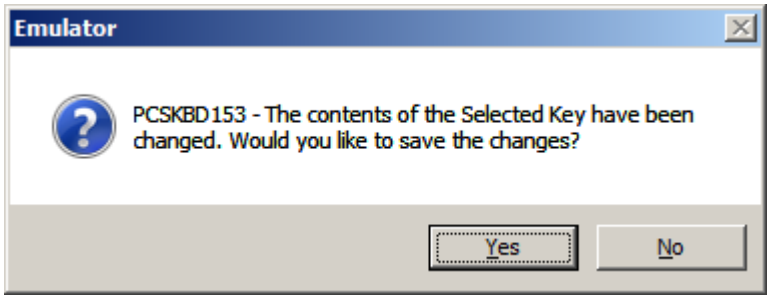


25. Once selected, click on the arrow next to “Base” setting and this will set the F12 key to print screen [*local copy*].

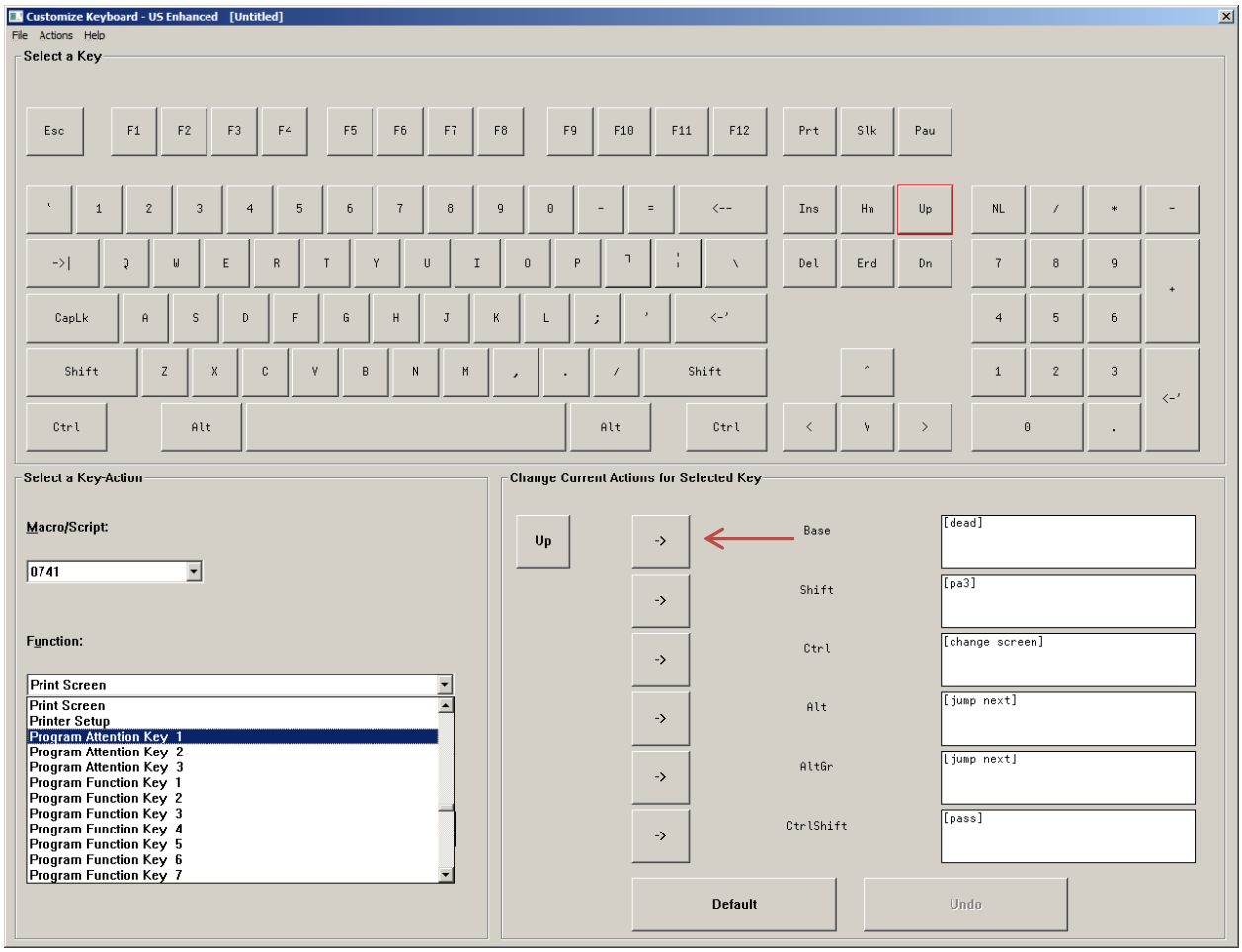


26. Next, we will set the Up and Down page movement.

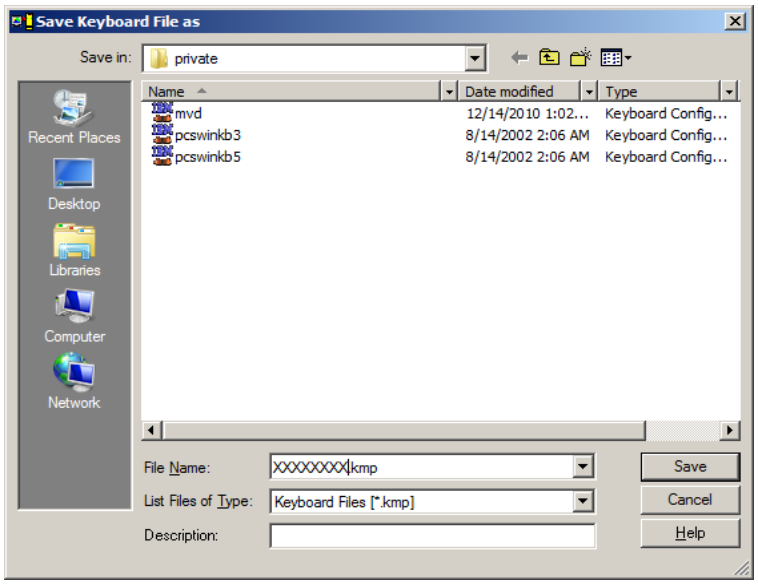
27. Select the Up key and then you will be prompted to save after each key change.



28. Select from Functions the down arrow and select the “Program Attention Key 1” (This function will be used for both the Up and Down Keys). Select the Arrow key next to Base and then repeat for the Dn key.

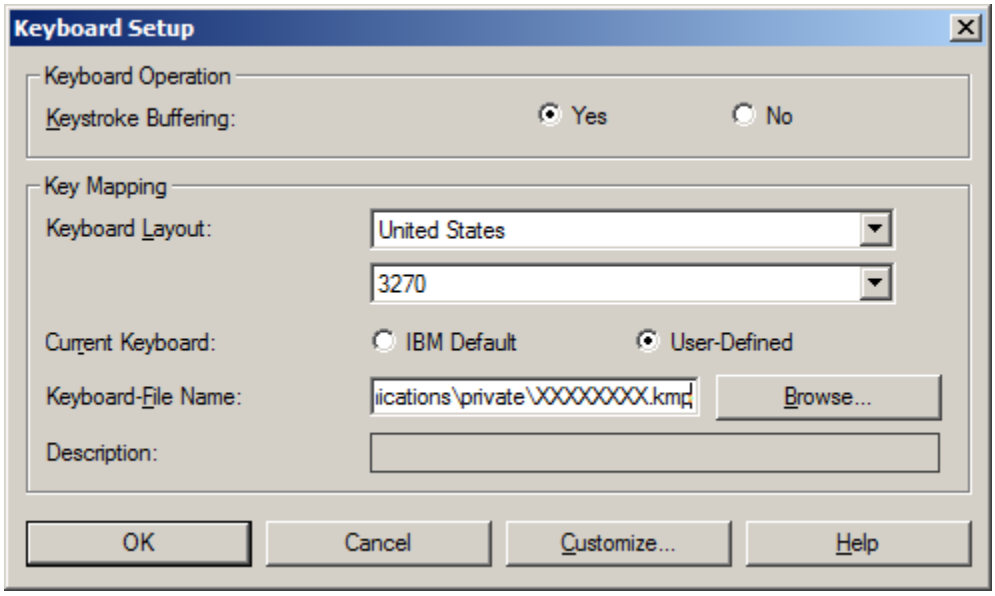


29. Once completed select File from menu bar and save.



30. At this point save as the computer name.

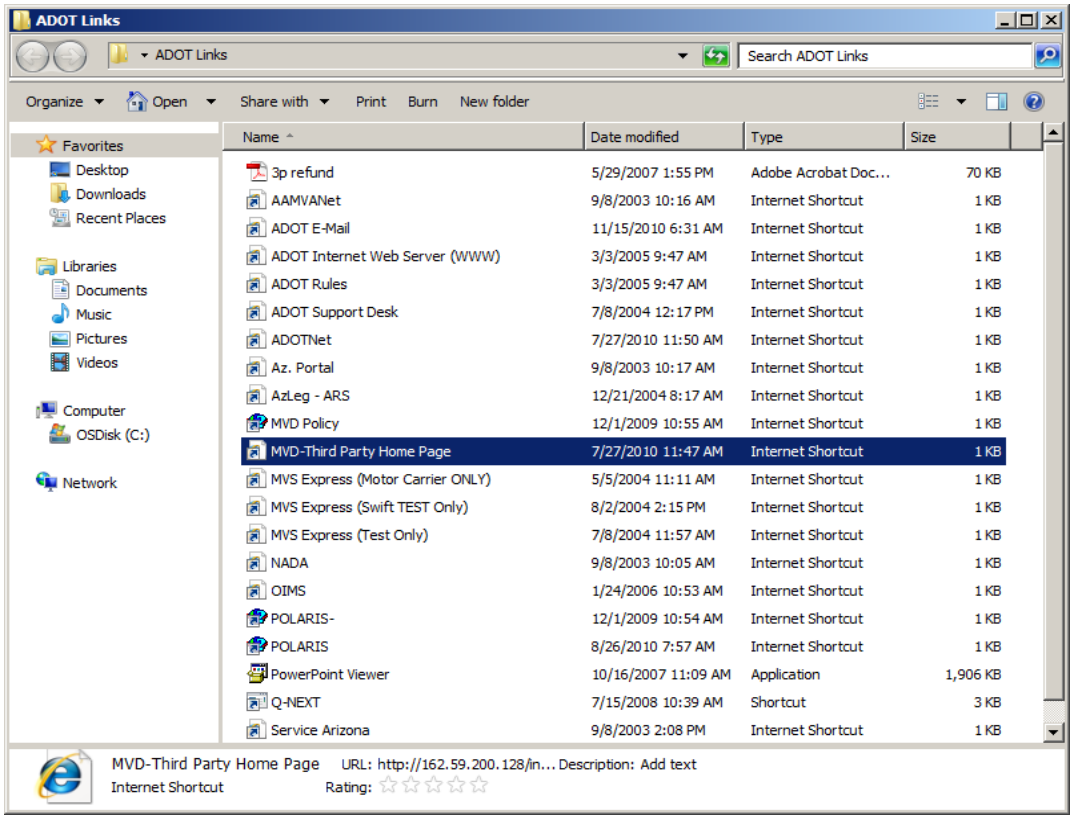
31. Select “Save” and you will be prompted to auto select to *User-Defined* to the file you created. If it did not select *User-Defined* and Browse to the file you had originally created.



32. Select “OK.”

Installing the TPX Help Files

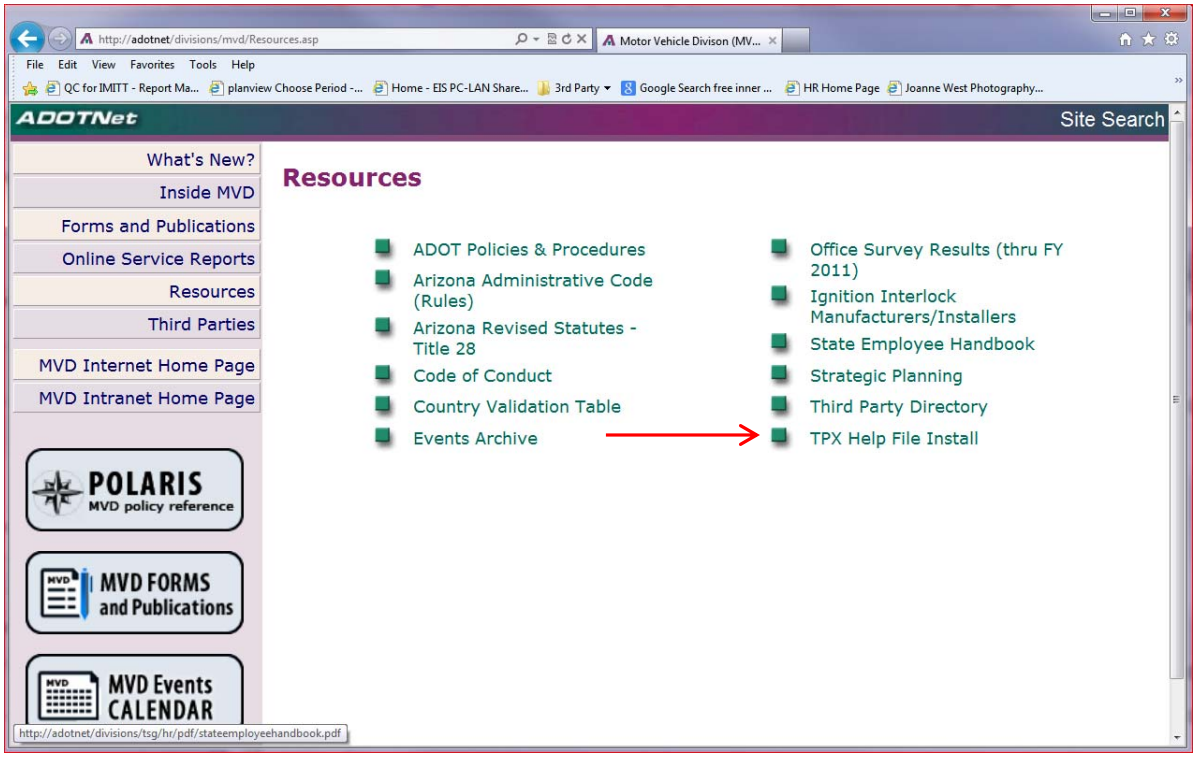
1. In Internet Explorer select Favorites - ADOT links and then select MVD-Third Party Home Page.



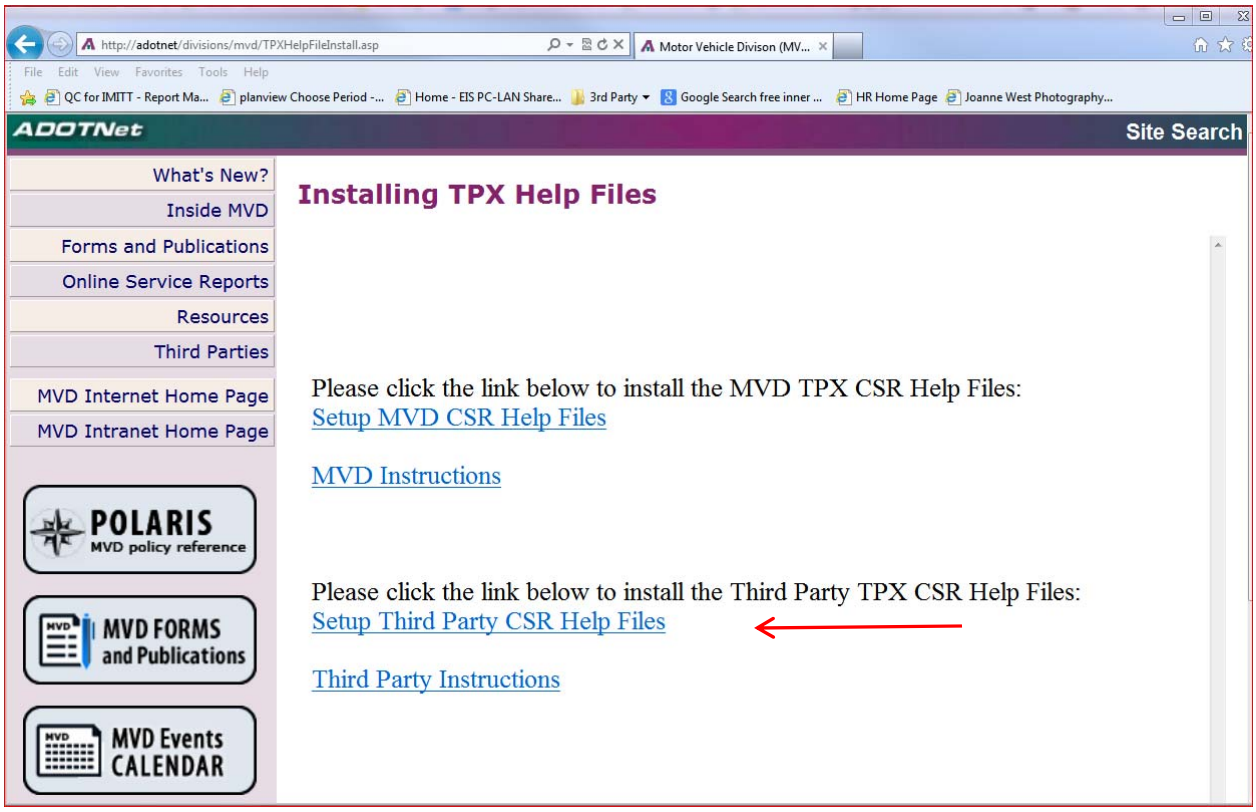
2. On this page select *TPX Help File Install*.

3. Select Resources

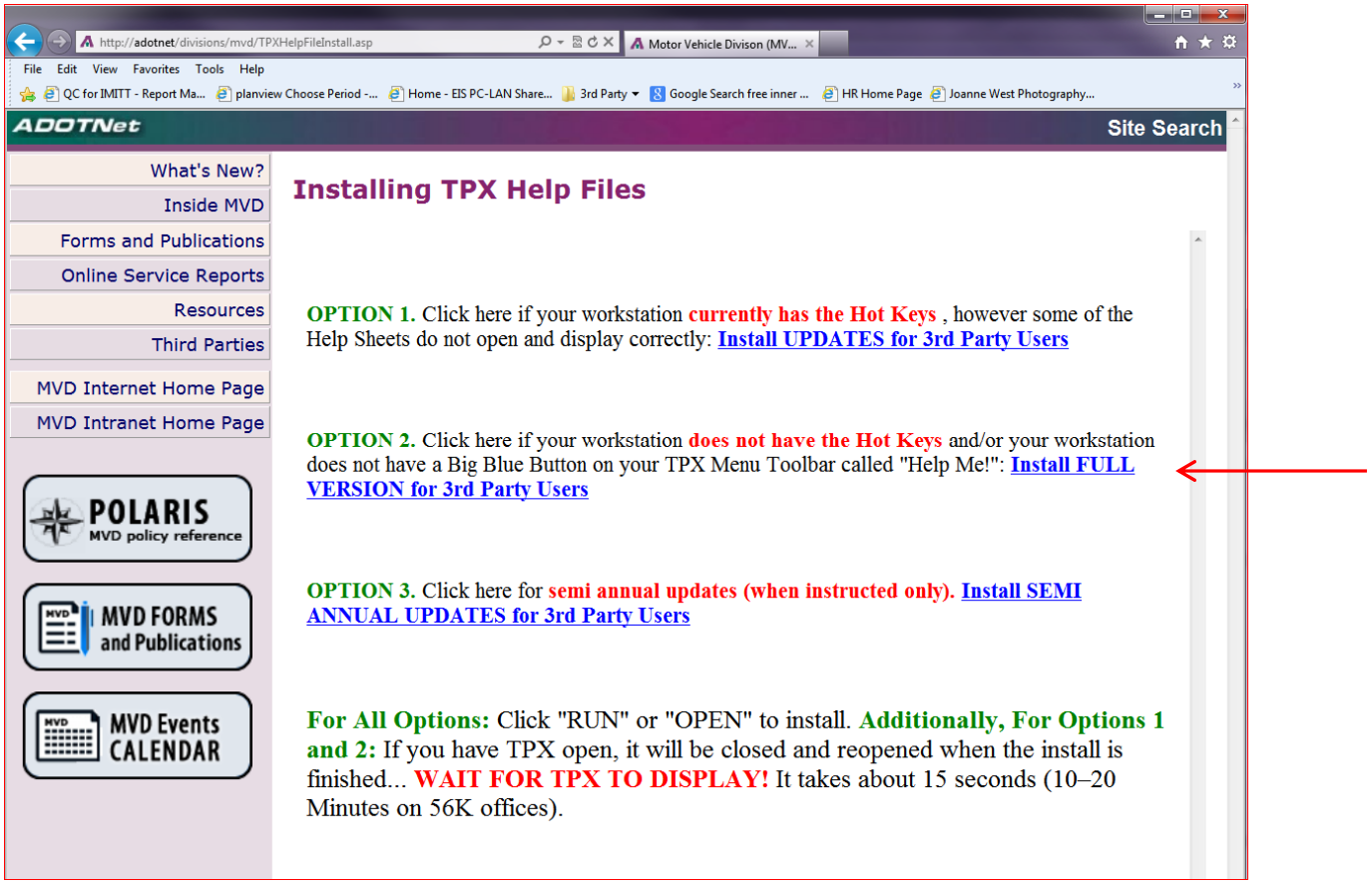
3. Select Resources



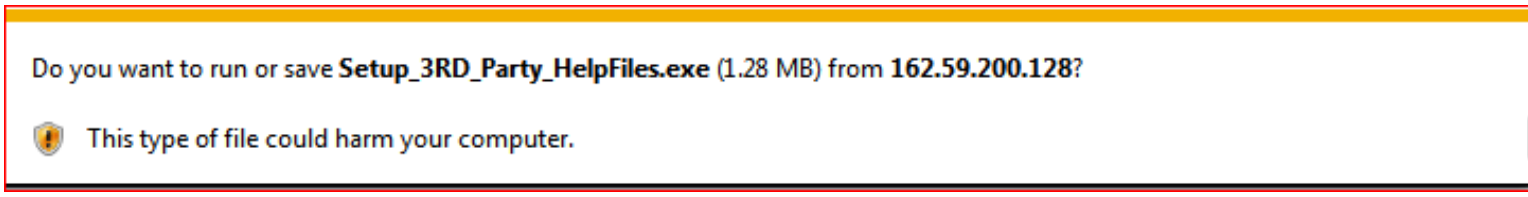
4. Select the option TPX Help File Install.



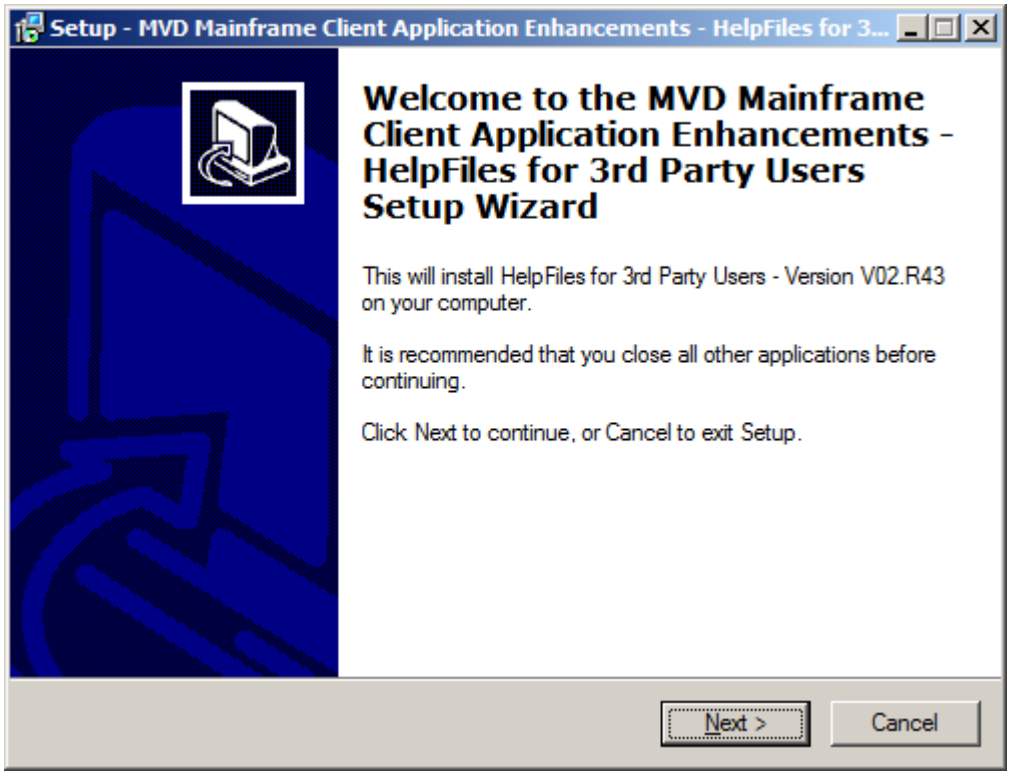
5. Select the option Install FULL VERSION for 3rd Party Users.



6. Select “Run”.

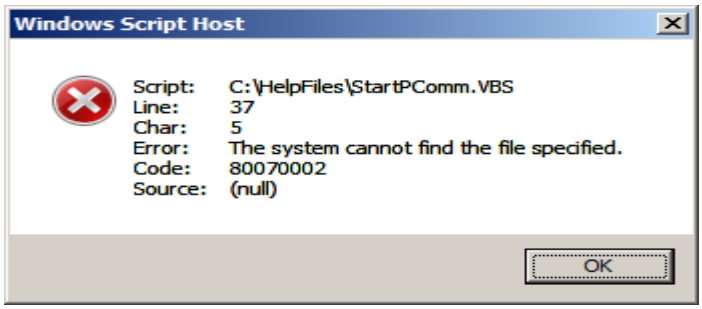


7. Select Next.

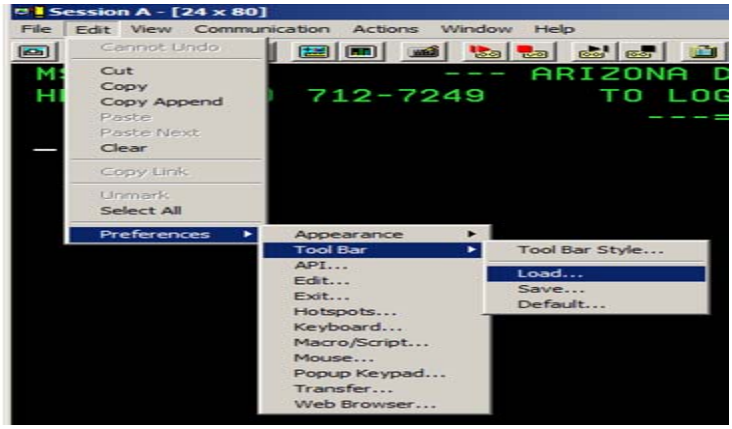


8. After the program has launched it will run a script, and turn PComm off, and then restart PComm with a new tool bar.

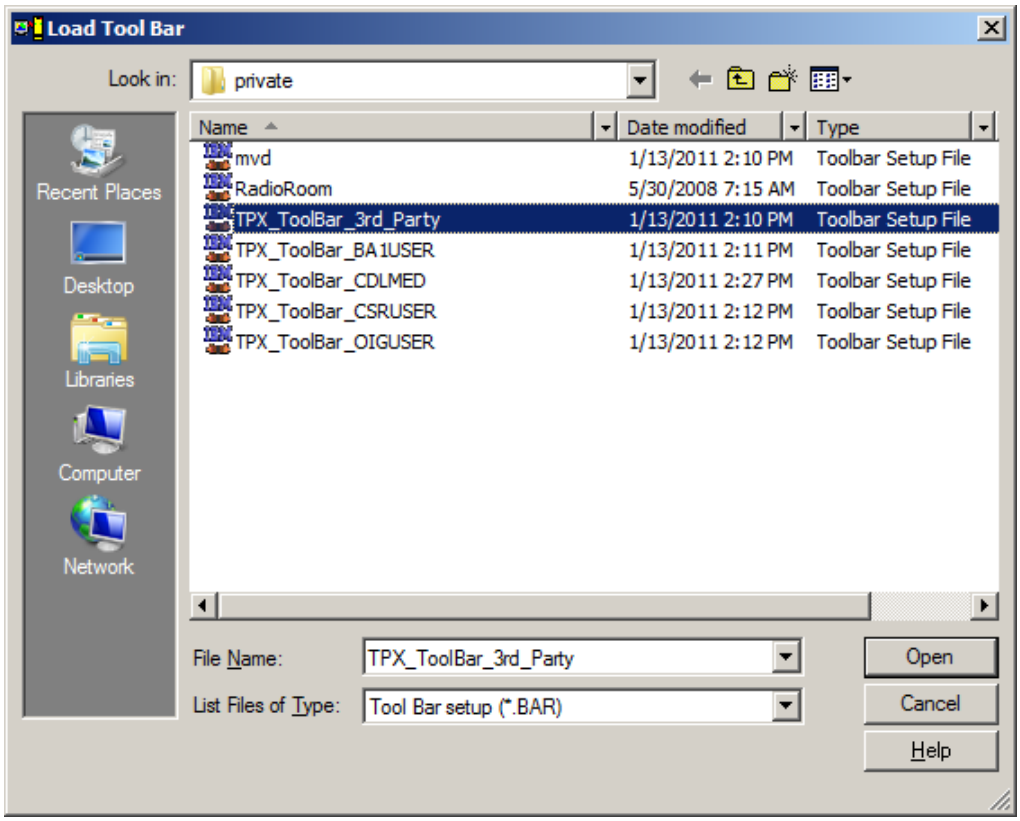
Note: *If not you will get this Script error. Select ok and restart PComm*.



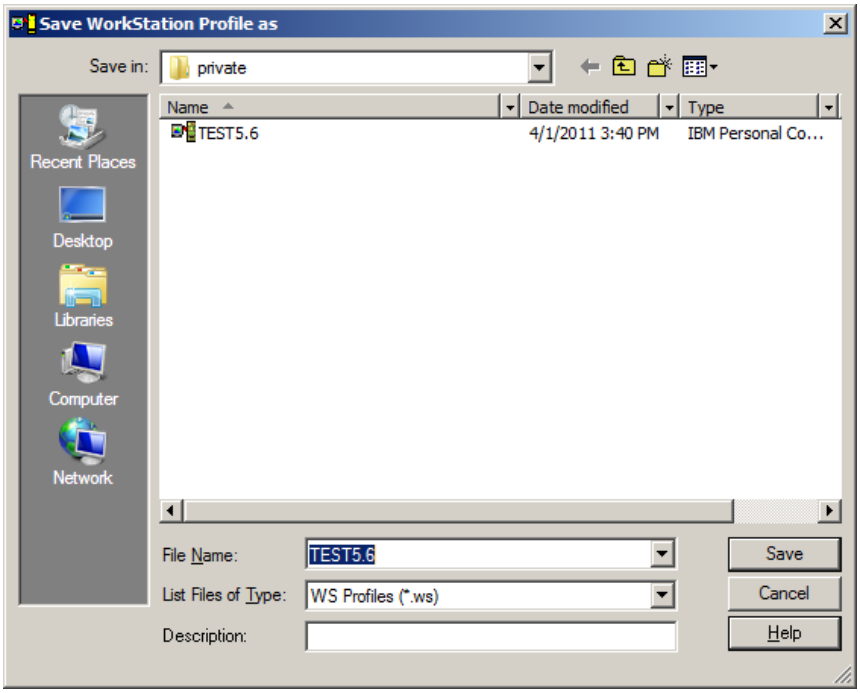
Note: *If the tool bar does not load, Select Edit-Preferences-Tool Bar-load*.



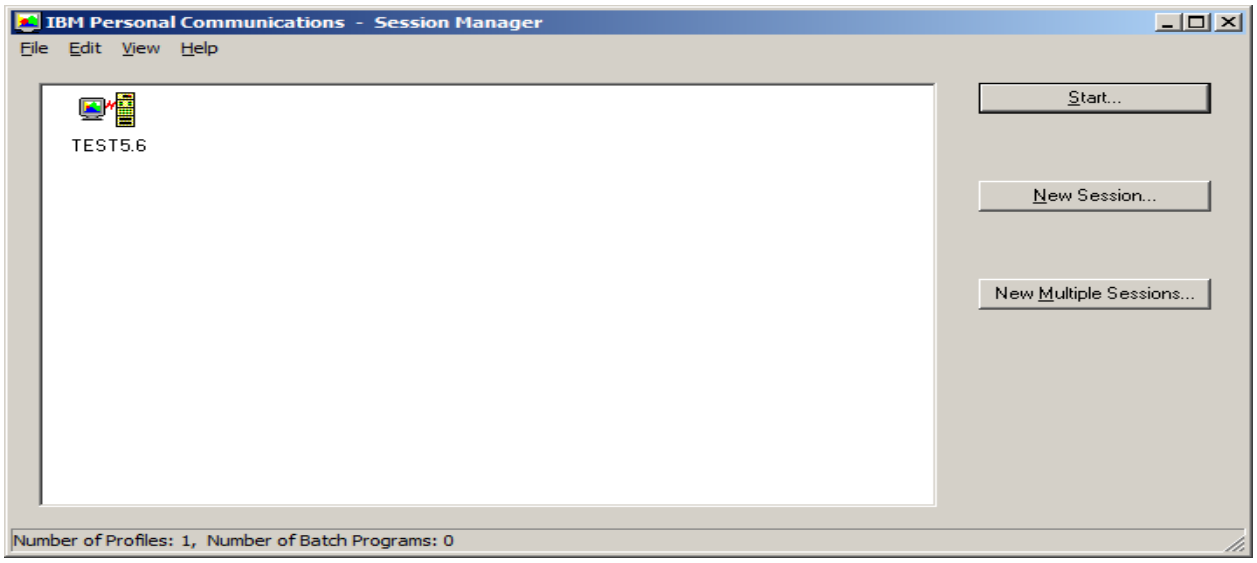
9. Select TPX_TOOLBAR_3rd_Party. This will create the Tool bar with the bar code and new Icons.



10. Close PComm and then select save.



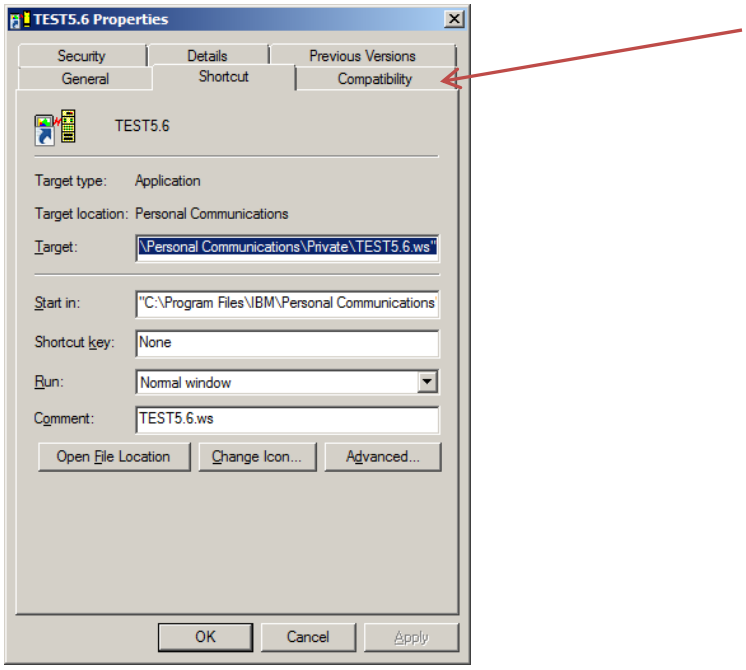
11. Save the file as computer name.



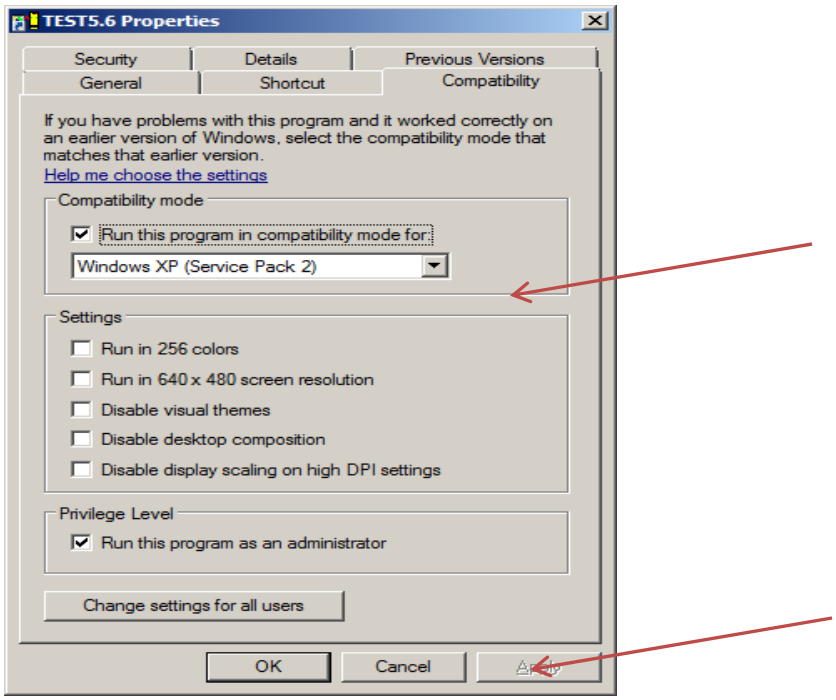
12. While the *IBM Personal Communications - Session Manager* is open click and drag the newly created session to desk top. You will then be prompted to create a shortcut to desktop.

13. Once completed, close the *Session Manager*.

14. Right click on the new TPX icon, and then go to properties.



15. Select Compatibility mode.



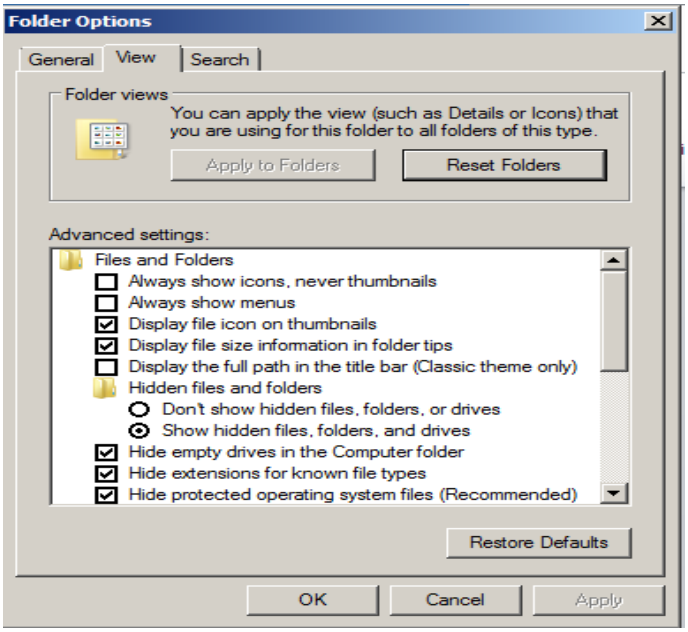
16. Select “Run this Program in compatibility mode for” and then select

“Windows XP (Service Pack 2).”

17. Select Privilege Level - Run this program as an administrator, and then select ok.

18. Right click on the TPX icon, and then copy or cut and then paste it to the C:\Users\Public\Public Desktop and Start up menu.

Note: The Public Desktop is hidden. You will need to go to Control Panel – Folder Options – View tab - and then select the “*Show hidden files, folders and drives”* radio button.

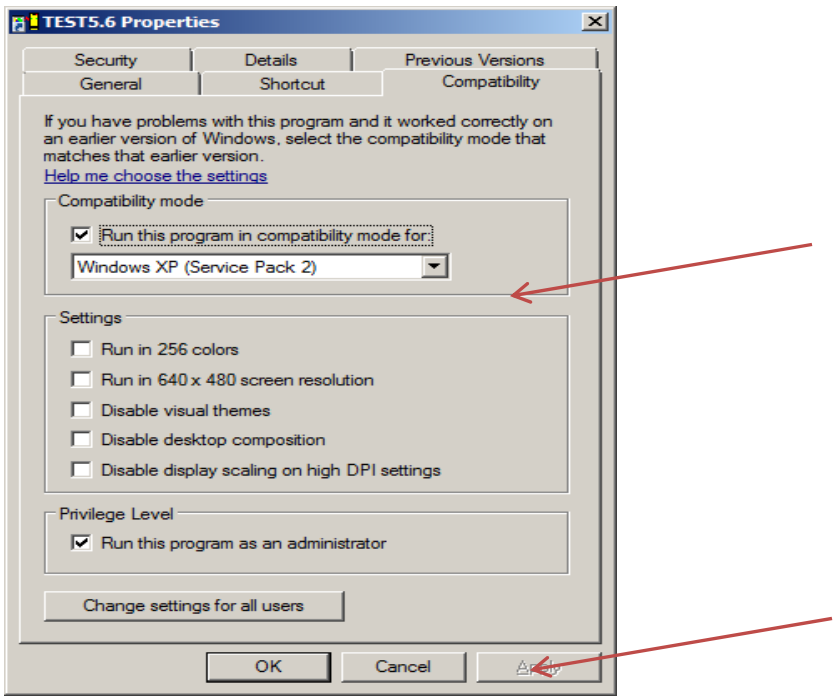


19. Last step is to share the C:\helpfiles and C:\Program files\IBM directories.

20. Set security for the mentioned files to “authenticated users” to have full control rights to these folders.

Note: This completes the IBM Personal Communications (PComm) installation.

14. Select Compatibility mode.



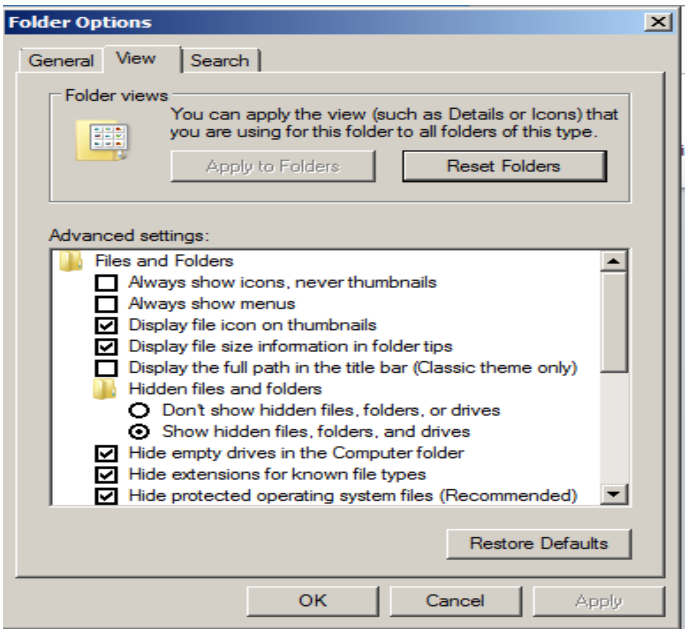
15. Select “Run this Program in compatibility mode for” and then select

“Windows XP (Service Pack 2).”

16. Select Privilege Level - Run this program as an administrator, and then select ok.

17. Right click on the TPX icon, and then copy or cut and then paste it to the C:\Users\Public\Public Desktop and Start up menu.

Note: The Public Desktop is hidden. You will need to go to Control Panel – Folder Options – View tab - and then select the “*Show hidden files, folders and drives”* radio button.



18. Last step is to share the C:\helpfiles and C:\Program files\IBM directories.

19. Set security for the mentioned files to “authenticated users” to have full control rights to these folders.

Note: This completes the IBM Personal Communications (PComm) installation.

Lexmark 2490 Plus Installation and Configuration

These Instructions are written for a site using three printers. If you use fewer, follow the instructions applicable to your situation. Regardless of the number of printers you have, all three macros should be configured on each printer. The instructions are written to provide a “1-2-3” correspondence, i.e. Printer 1 should use Port 1 on the Jet Direct, use Macro 1, and have paper thickness set to 1. Printer 2 uses the “2” settings, and printer 3 uses the “3” settings. For printer specific information, consult your Lexmark User’s Guide.

1. Before you Begin

1. Unpack your Lexmark printers and install them to desired location.

2. Connect each printer to the HP JetDirect 500x print server using parallel printer cabling. The Titles printer should be connected to port 1 on the HP, the Renewals printer should be connected to port 2, and the Applications printer should be connected to port 3.

3. Attach each printer to a power source and power each printer on.

4. For configuration, use continuous form paper in the printer.

5. Make sure you have your printer's User Guide readily available. Several of the instructions will refer to specific locations in your guide.

6. The Lexmark 2490 can be programmed for up to four macros. To make printing the forms a smooth process a macro has been designed for each form. The three macros should be programmed on all printers, so they will already be in place should a printer need to be switched to another form.

7. The following instructions refer to pressing buttons on the Operator Panel located on the front of the printer.

2. Setting the Default Macro

The printer comes out of the box with Macros disabled. Before a macro can be configured, this feature must be enabled. Following are the steps to enable this feature, or you may also follow the instructions on your User's Guide.

1. Press **SETUP**. A page will print displaying the main menu. On the left side of the printout are the available options. The right side of the printout displays the corresponding buttons to press on the panel. (Figure 4-1)

2490 Plus Printer Setup Mode – Main Menu

TO SELECT	PRESS
Exit and Save Setup	TOF
Print All	LINE FIELD
Forms Macro Options	**MACRO**
Data Options	MICRO ↑
Control Options	MICRO ↓
Emulation Options	SETUP
Interface Options	PITCH

Figure 4-1

2. Press **MACRO**. This button prints the Forms Macro Options menu. Each time an option is selected, a new page will print displaying the new menu options.

Note the current setting for the default macro is “disabled”. (Figure 4-2)

Forms Macro Options	Current	Press
Return to Main Menu		TOF
Set Default Macro	Disabled	LINE FEED
Macro 1	. . . . .	MACRO
Macro 2	. . . . .	MICRO ↑
Macro 3	. . . . .	MICRO ↓
Macro 4	. . . . .	SETUP

Figure 4-2

3. Press **LINE FEED** to print the Set Default Macro menu. (Figure 4-3)

```
Set Default Macro
---------------------

TO SELECT                PRESS
----------------         ---------

No Change                TOF
Macro 1                  LINE FEED
Macro 2                  MACRO
Macro 3                  MICRO ↑
Macro 4                  MICRO ↓
Disabled                 SETUP
Return to Main Menu      PITCH
```

Figure 4-3

4. Select the macro to be set as the default macro. If the printer is to be designated for printing titles, you would select LINE FEED for Macro 1. The Renewals printer will use MACRO for Macro2, and the Applications printer will use MICRO ↑ for Macro 3. After selecting the macro, the Forms Macro Options menu will print again, showing the new default macro. (Figure 4-4)

```
Forms Macro Options      Current      Press


Return to Main Menu                   TOF
Set Default Macro        Macro 1      LINE FEED
Macro 1                  . . . . .    MACRO
Macro 2                  . . . . .    MICRO ↑
Macro 3                  . . . . .    MICRO ↓
Macro 4                  . . . . .    SETUP
```

Figure 4-4

5. Once you have set the default macro, you can proceed with section III from this menu.

1. Configuring Macro One (Titles)

Macro One will be programmed for a Setting of 6 lines per inch and a form length of 48 lines, equivalent to eight inches. To adjust these settings, follow these instructions carefully. These steps begin from the last menu printed in section II.

1. Press **MACRO** to print the Macro 1 menu. (Figure 4-5)

Forms Macro 1 Options	Press
No Change	TOF
Character Options	LINE FEED
Paper Handling Options	**MACRO**
Copy Macro	MICRO ↑
Return to Main Menu	PITCH

Figure 4-5

2. Press **MACRO** once more to print the Paper Handling Options menu. (Figure 4-6)

Paper Handling Options	Current	Press
No Change		TOF
Auto Tear-Off	On	LINE FEED
Auto Cut Sheet Load	ON	MACRO
Auto Sheet Feeder	Off	MICRO ↑
Form Length	66 LPP/11.00”	MICRO ↓
(More)		SETUP
Return to Main Menu		PITCH
No Change		TOF
Return to Previous Page		LINE FEED
Left Margin	0 Inch	MACRO
Right Margin	8 Inch	MICRO ↑
Bottom Margin	0 Inch	MICRO ↓
(More)		SETUP
Return to Main Menu		PITCH
No Change		TOF
Return to Previous Page		LINE FEED
Lines Per Inch	**6**	**MACRO**
Eject by FF	On	MICRO ↑
Return to Main Menu		PITCH

Figure 4-6

2. At this point you must press **SETUP** twice to get to the next step.

3. Press **MACRO** to print the Lines Per Inch menu. (Figure 4-7)

Lines Per Inch

To Select	Press
No Change	TOF
3	LINE FEED
4	MACRO
6	**MICRO ↑**
8	MICRO ↓
Return to Main Menu	PITCH

Figure 4-7

4. Press **MICRO ↑** to select 6 lines per inch. The Paper Handling Options menu will print again. Press TOF to get to the MACRO 1 Options Menu. Then Press MACRO to get to the Paper Handling Options menu. Press MICRO ↓ to get to the Form Length menu. (Figure 4-8)

Form Length

Current Setting

66 Lines Per Page (LPP)
6 Lines Per Inch
11.00 inches / 279.4 mm (Maximum: 22.00 inches / 558.8 mm)

To Select	Press
No Change	TOF
ADD 10 LPP	LINE FEED
ADD 5 LPP	MACRO
ADD 1 LPP	MICRO ↑
SUB 10 LPP	MICRO ↓
(More)	SETUP
Return to Main Menu	PITCH
No Change	TOF
Return to Previous Page	Line FEED
11”	MACRO
12”	MICRO ↑
A4 (296.3 mm)	MICRO ↓
Return to Main Menu	PITCH

Figure 4-8

5. A new Form Length menu will print, reflecting the new value for the Lines Per Page. The final value needed is 66. If at this point the menu displays 88 for the Lines per page, press **MICRO** ↓, allowing a new menu to print after each change until the correct value is achieved. The correct values should match those in figure 4-9. At this point press **PITCH** to return to the main menu.

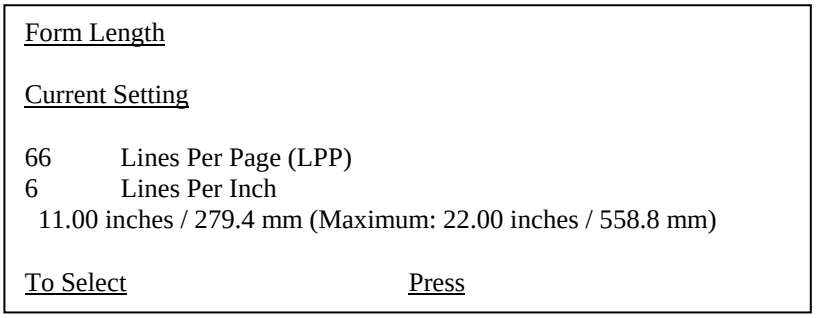


Figure 4-9

I. Finalize Settings

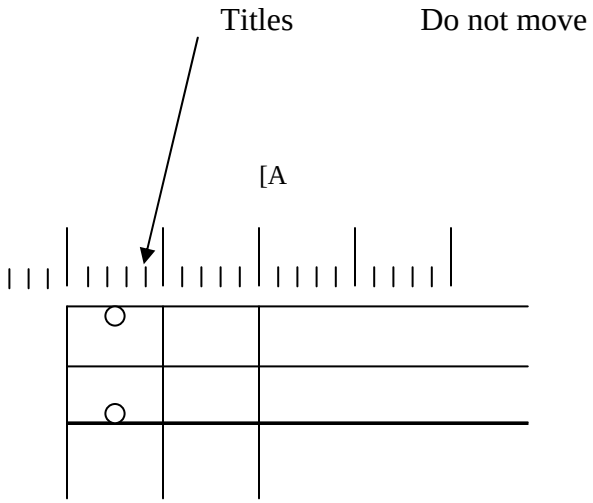
1. Open the Operator Panel, Press the **MACRO** button until the correct Macro is chosen for titles and its indicator light is lit.

2. Unload the paper from the printer.

3. With the front panel open, locate and release the left tractor feed.

4. Ensure the tractor is at the extreme left of alignment guide by manually pushing it left. Do not force tractor.

5. Position yourself so that your eye is parallel with the tractor. The top of the tractor is narrower than the bottom. Looking at the upper portion you will see a ruler counting the measurements from the left margin. The upper left edge of the tractor should be aligned with the first mark, or “tic”. Counting the first “tic” as 0, move the tractor to the right to the specified “tic” for the form being printed. Alignments are as follows:



Please refer to the section on paper loading in the User’s Guide for further assistance.

6. Lower the front cover.

7. On the top of the printer is an adjustment lever for form thickness. Set the lever for the appropriate printer. Thickness’ are as follows:

Titles

8. Vertical alignment will be set during the final visit.

9. To “lock” the printer to prevent settings from being changed, turn the printer off. Then Press and hold **LOAD / UNLOAD** and **TRACTOR** while turning the printer on. The padlock indicator on the uppermost right of the operator panel will light.

10. The setting for title printer is now complete. Proceed to chapter five, “Finishing Checks”.

Final Notes
and Scheduling the Follow-Up Site Visit

Service Pack 1 – Service Pack 1 for Windows 7 Ultimate should be applied after all the software is installed.

HP JetDirect – The HP print server can be reset to its factory default settings by unplugging the unit, then re-plugging the unit while holding down on the purple reset button. The button can be released after the light blinks five times. NOTE: please allow three minutes or so for the unit to finish its boot process and commit the changes to the network. Failure to do so may result in false error messages when trying to ping the unit.

Juniper SSG5 – If a problem occurs when trying to establish the network connection, you may replace the cable with another CAT6 compliant cable as part of your troubleshooting process.

Note: You have now completed installing and configuring all the hardware and software necessary before scheduling a follow-up site visit. Before scheduling this visit, please go through the following checklist on the next page and verify that all items have been completed.

Item	Completed?	Date
ISP of choice installed		
Juniper configured and installed		
Computer Workstations installed *meeting all requirements*		
Windows 7 Ultimate installed on all PC's		
Microsoft Internet Explorer 8.0		
Adobe Acrobat Reader 8.0 or current version installed on all PC's		
IBM Personal Communications (PComm) 5.5 or higher installed/configured		
Microsoft Core CAL w/ Software Assurance installed on all PC's		
Windows 7 Ultimate Service Pack 1 installed on all PC's		
Microsoft Fore Front Endpoint Protection (Antivirus) covered by Microsoft Core CAL		
TOD compliant printer installed on all PC's		
All networking cabling/connecting PC's/router and hub/JetDirect box installed		
HP JetDirect EX 500 or 300x print server installed		
Lexmark 2490 Plus installed and configured for each form to be printed		
Confirm ADOT Links and Internet Settings are correct		

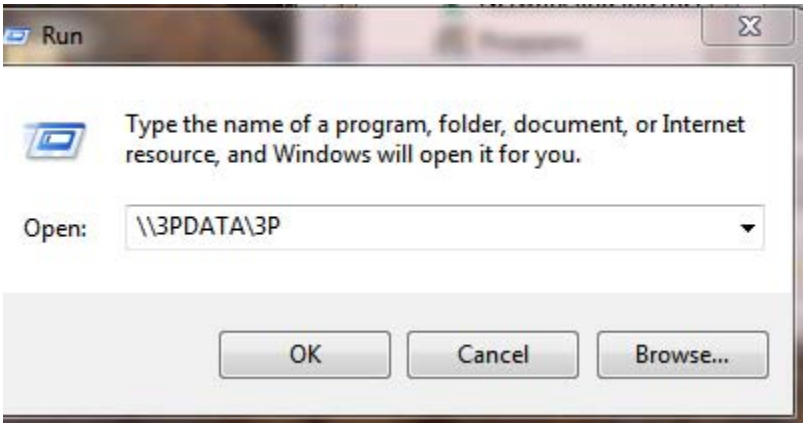
Once the above checklist is completed, fax this checklist to MVD Competitive Government Partnerships at 602-712-3437 and call 602-712-8217 to schedule your follow-up site visit. During this visit, an ADOT technical representative will check the following:

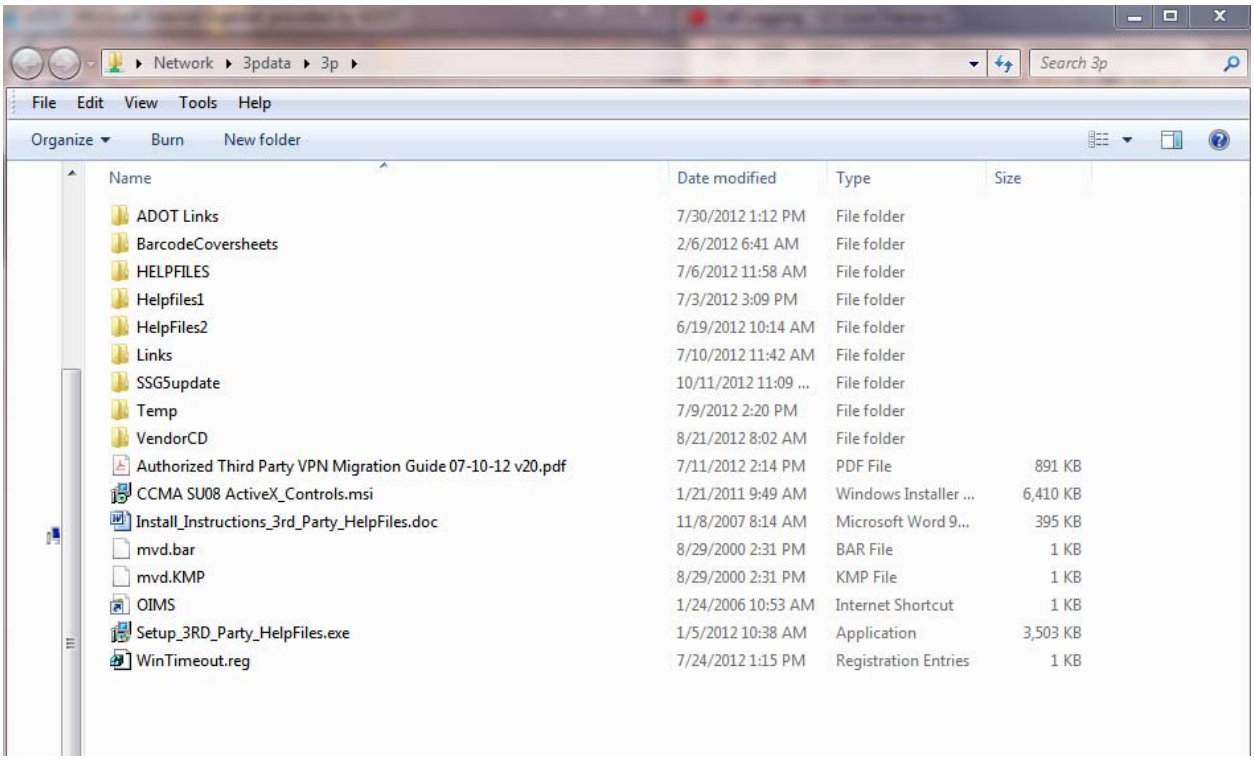
- All hardware meets specifications, and is installed correctly.
- All software meets specifications, and is installed correctly.
- Test print each form to ensure printers are set up correctly.
- Will walk the user through loading and unloading forms on the printers.
- Ensure there is no unauthorized network connection or possible connection. (*i.e. modems*)
- Ensure there is no unauthorized software on any PC. (Aside from the software discussed in this document, only Microsoft Office 2010 suite).
- Will walk the user(s) through logging onto the PC, accessing the MVD mainframe, exiting the MVD mainframe, and logging off the PC.
- Explain the importance of changing passwords, and the procedure to do so.

Note: Plan on the visit taking two hours to complete. Should all criteria be met successfully at the conclusion of the visit, you will be given technical approval and a visit may then be scheduled with the Corporate/Government Partnerships group to receive beginning inventory and final approval. If, however, at the end of the visit any violation is not rectified, you may not be given technical approval. Should this occur, the visit will be concluded and you will be expected to bring the item(s) into compliance. At that time you will be able to schedule another site visit for technical approval.

How to Copy the 3rd Party "ADOT Links" folder to a User Desktop

Click on START and RUN and type in "\\3PDATA\3P" as pictured below.





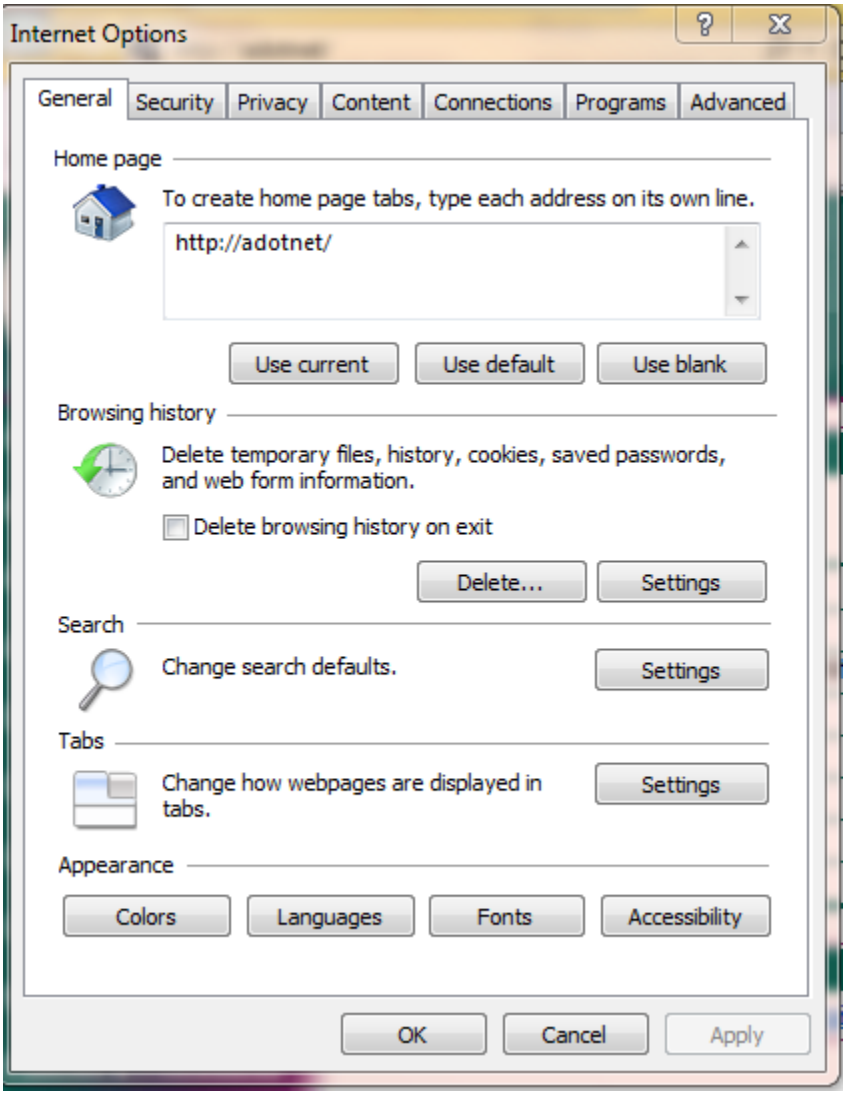
Vendors will need to log on as a Local Admin; at this point the Vendor will cut and paste or move the "ADOT Links" folder to the appropriate Profiles area under 'All Users' and to the 'Desktop.' It then appears to All Users.

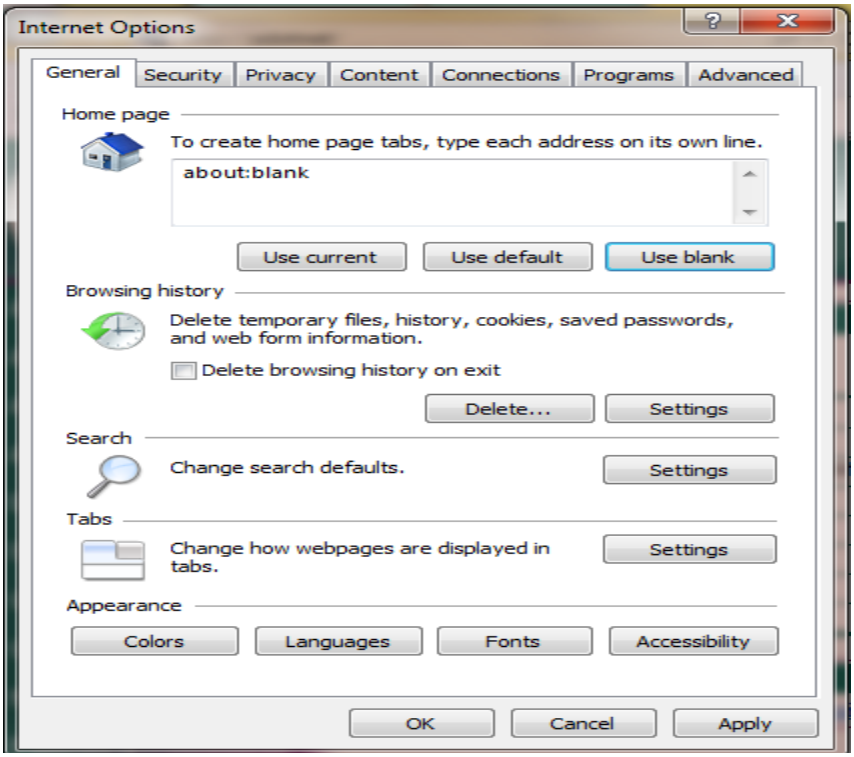
Note: ***All PC's must have the ADOT Links under my Favorites in Internet Explorer.***

Internet Settings

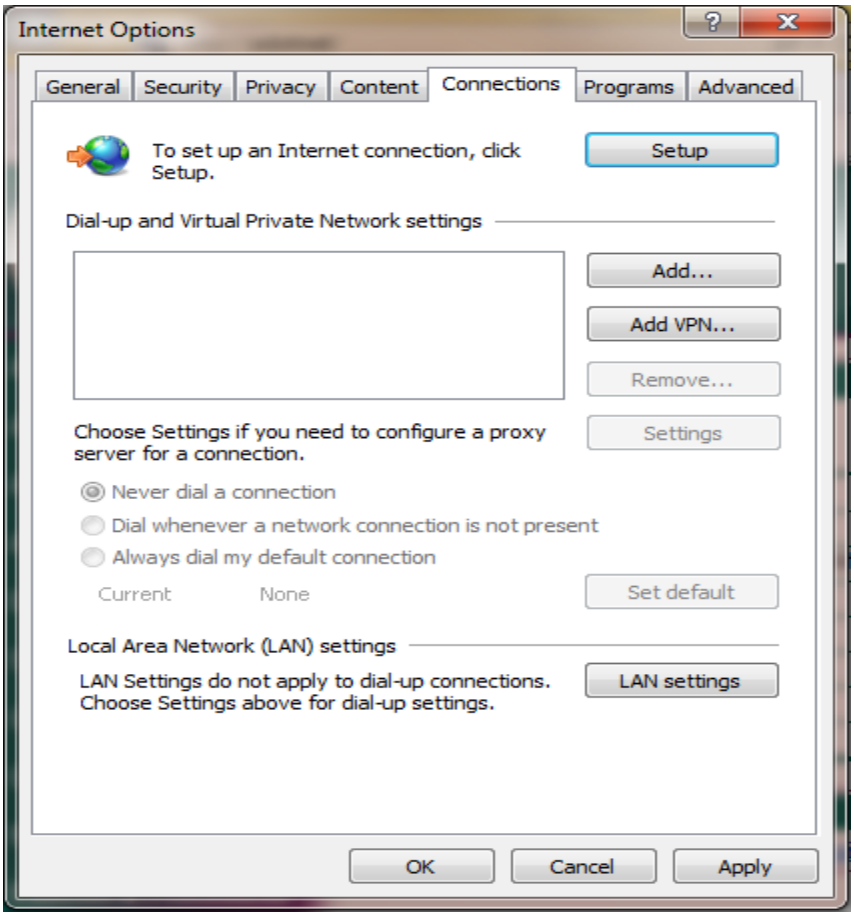
1. Right click once on the Internet Explorer icon on your desktop and then select “Properties.”

Note: *Make sure the Home page address is blank*.

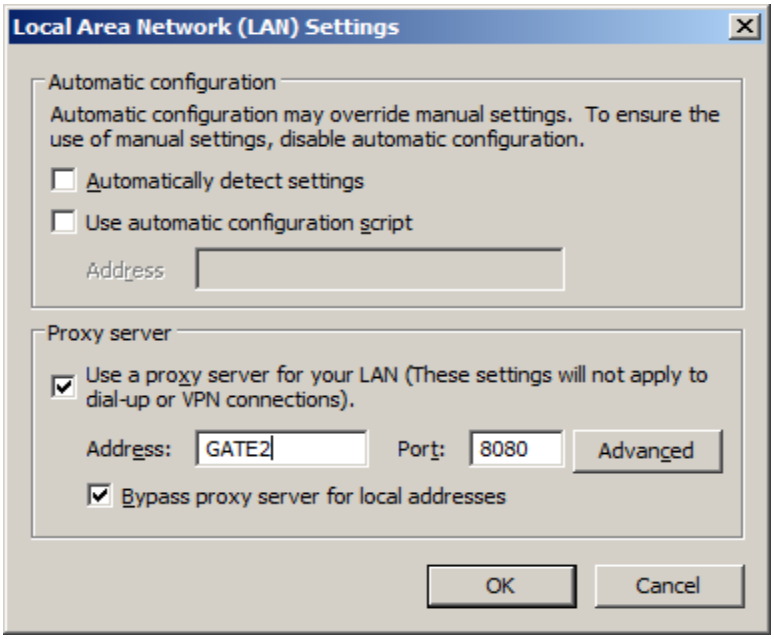


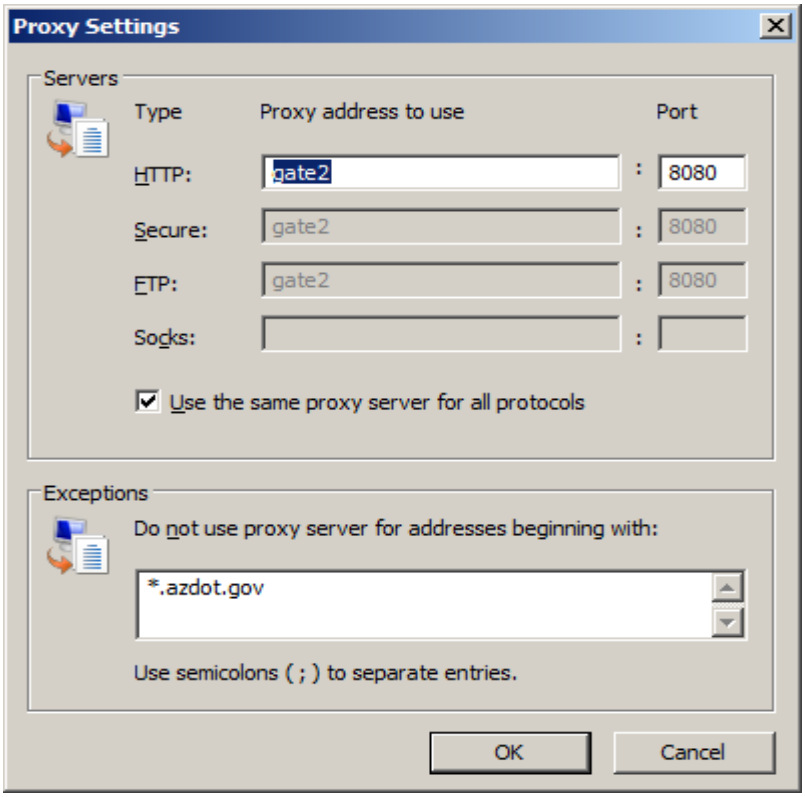


2. Single left click on the “Connections” tab, then left click on the “LAN Settings” button.



3. Make sure the check mark is removed from “Automatically detect settings” and “Use automatic configuration script”. Place a check mark in “Use a proxy server” and “Bypass proxy server for local addresses”. Type GATE2 in the ‘Address’ field and “”8080” in the ‘Port’ field then click on the “Advanced” button.





4. Click “OK” when complete, and “OK” two more times and then you are finished.

Arizona Department of Transportation
Information Technology Group

Authorized Third Party Completion Checklist

January 15, 2014

VENDOR: Once you have completed installing and configuring all components and are ready to schedule the technical site visit, contact the support desk at (602) 712-7249. You will be asked to fax a signed copy of this document. Upon receipt, the client will be contacted to schedule the final inspection.

Item	Completed?	Date
DSL/VPN installed		
Computer Workstations installed **meeting all requirements**		
Windows 7 Ultimate installed on all PC's		
Microsoft Internet Explorer 8.0 or newer		
Adobe Acrobat Reader 8 or current version on all PC's		
IBM PCOMM 5.5 or higher installed and configured with TN3270		
Microsoft Word and Excel, version 2003 or newer		
Printer installed on all PC's		
All networking cabling connecting PC's/VPN devices/ JetDirect box installed		
HP JetDirect 500X print server installed		
Lexmark Printer installed and configured for each form to be printed		

Authorized Third Party Company Name:_____

Vendor Name (print): _____

Name (signed): _____

Date: _____ SDP Ticket #_____

Segment #_____ Default Gateway Address: _____

Subnet Mask ID : _____ Print Server IP Address: _____

Arizona Department of Transportation

Information Technology Group

Authorized Third Party Installation DO's and DON'Ts

January 15, 2014

Before assembling any equipment, please observe the following to help ensure a smooth installation.

DO call the Support Desk at (602) 712-7249, option 1, with any questions or concerns regarding the equipment or installation process.

DO install Internet Explorer Version 8 or higher.

DO leave computers on at all times.

DO make sure all cabling is Category 5 compliant.

DO NOT INSTALL JETADMIN, THE SOFTWARE THAT IS INCLUDED WITH THE HP PRINT SERVER. USE TELNET TO CONFIGURE THE JETDIRECT BOX. REFER TO THE INSTALLATION GUIDE.

DO NOT INSTALL ANY UNAUTHORIZED SOFTWARE OR HARDWARE

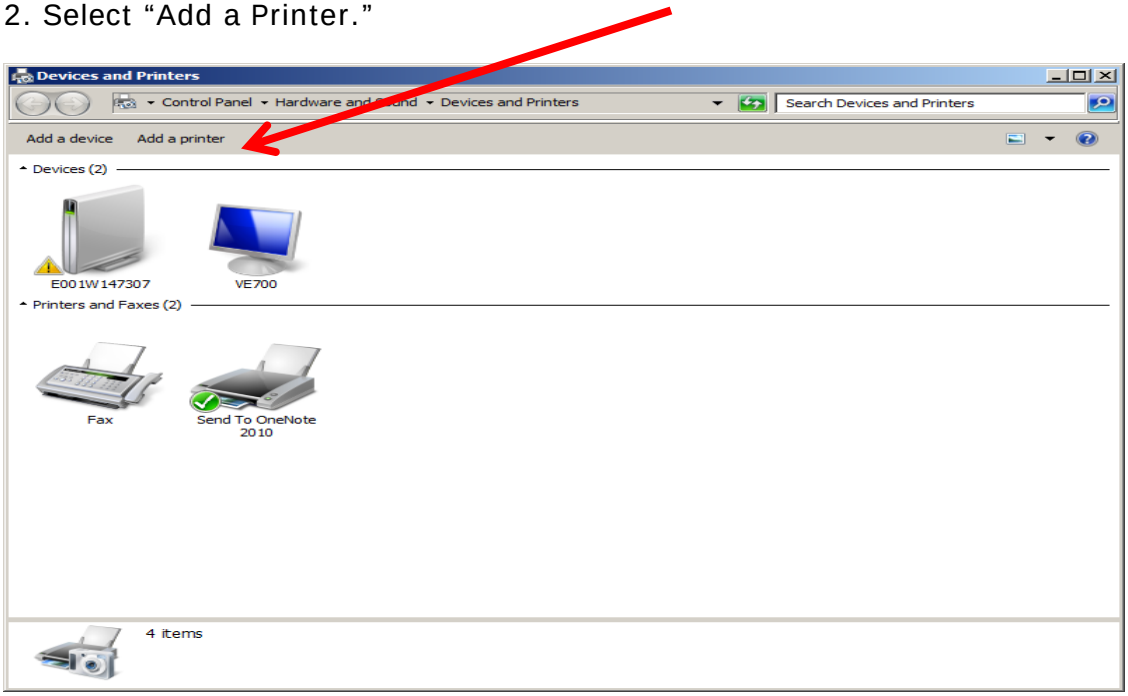
DO NOT REMOVE LOCAL ADMIN ACCESS FOR DOMAIN ADMINS

DO NOT ADD PASSWORDS OTHER THAN PROVIDED BY ADOT TO ADMINISTRATOR ACCOUNT ON LOCAL MACHINE

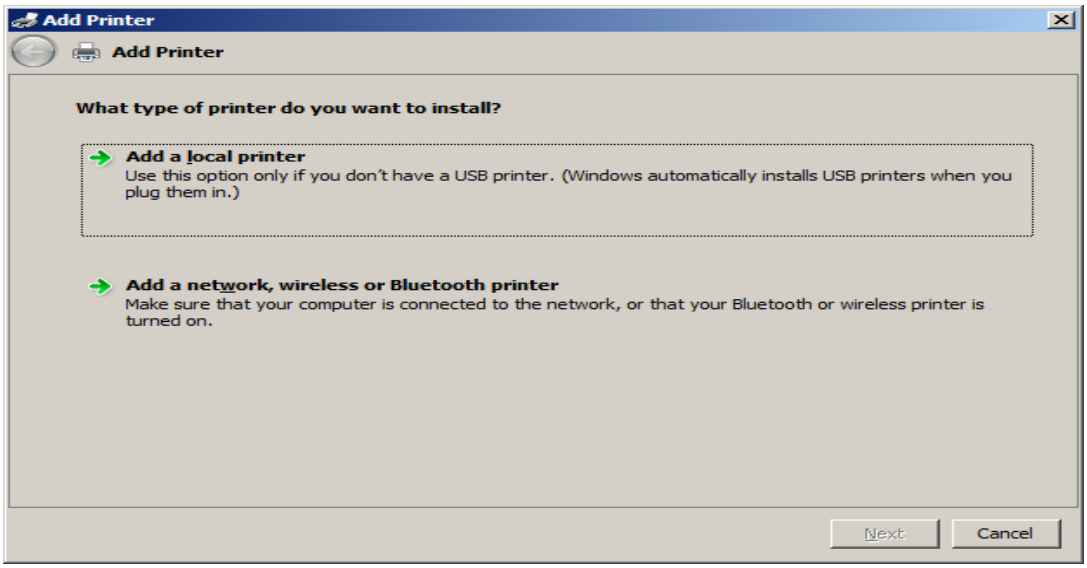
Installation process for printers and TOD printers

1. Add Primary Printer (*for printers 1200, 1320, and 2200 series. You will need to use the Universal drivers PCL6 native to Windows 7*)

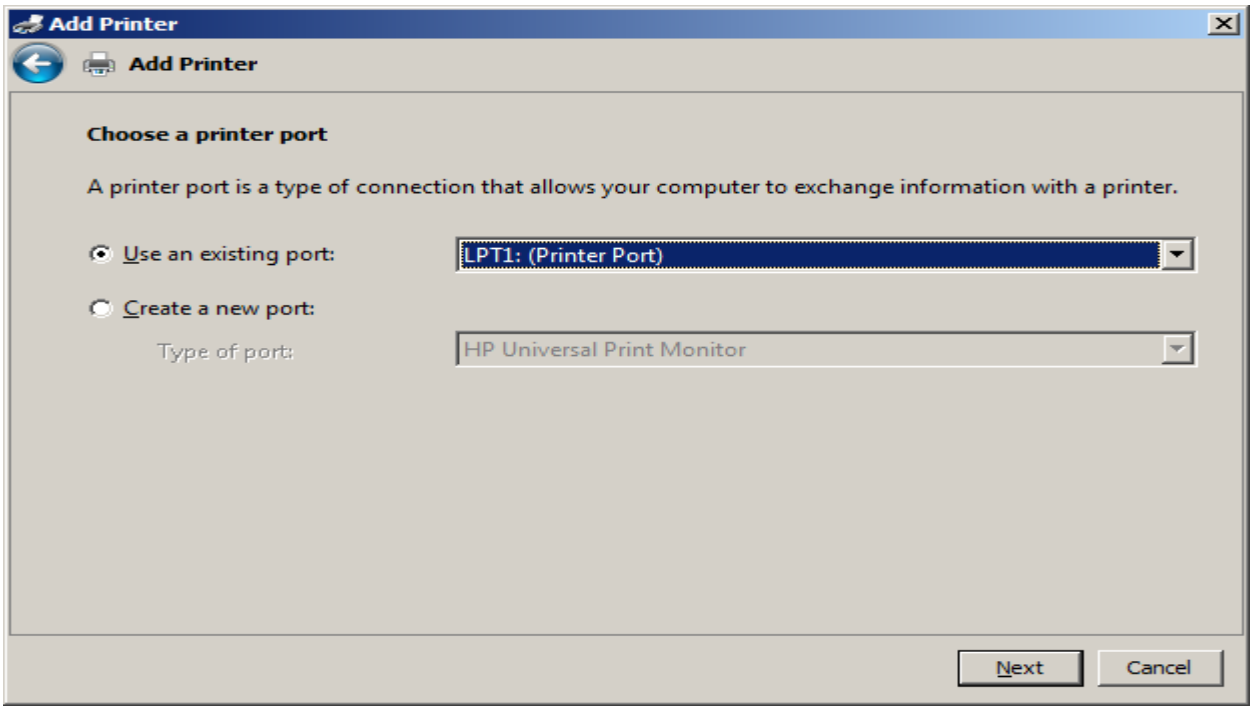
2. Select “Add a Printer.”



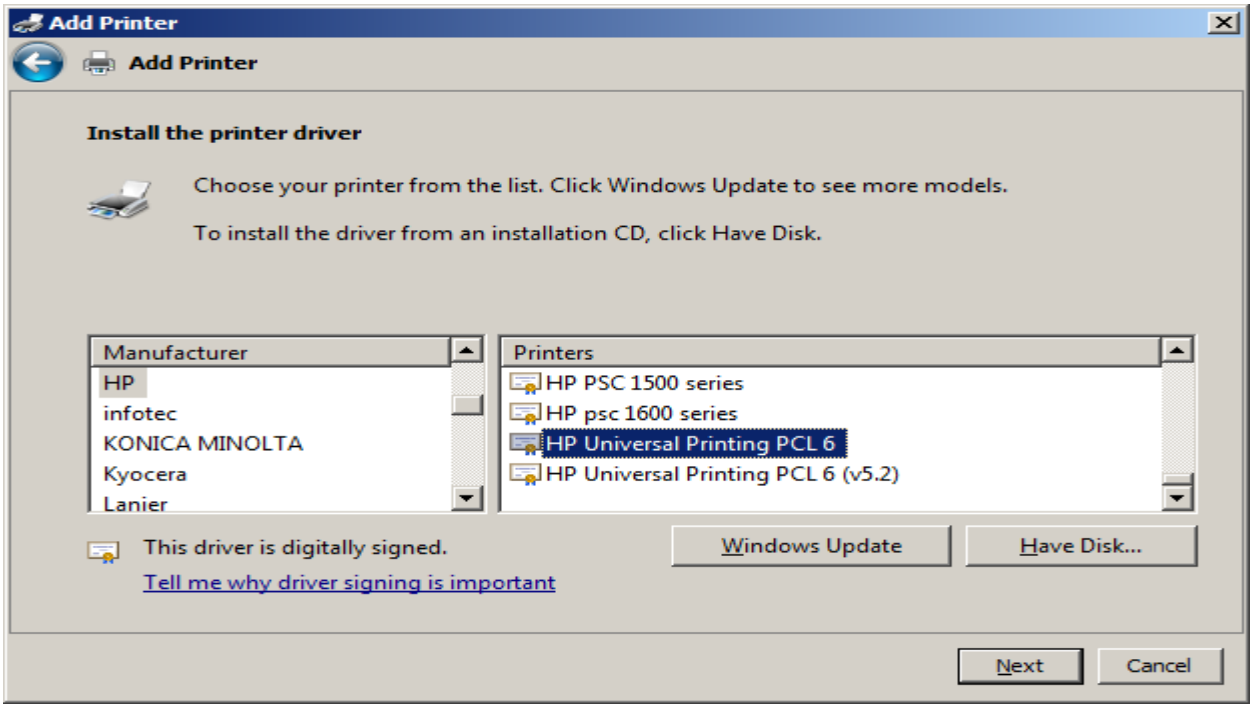
3. Select “Add a Local Printer” and select “Next.”

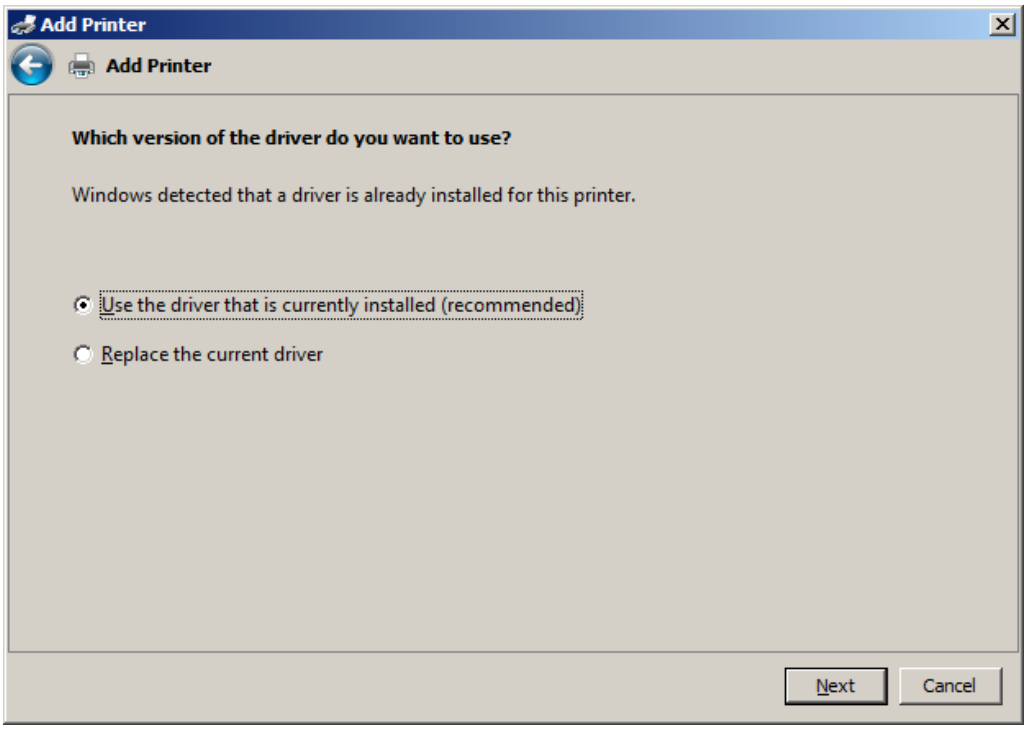


4. Select the type of port you are using, which is determined by your cable connection.

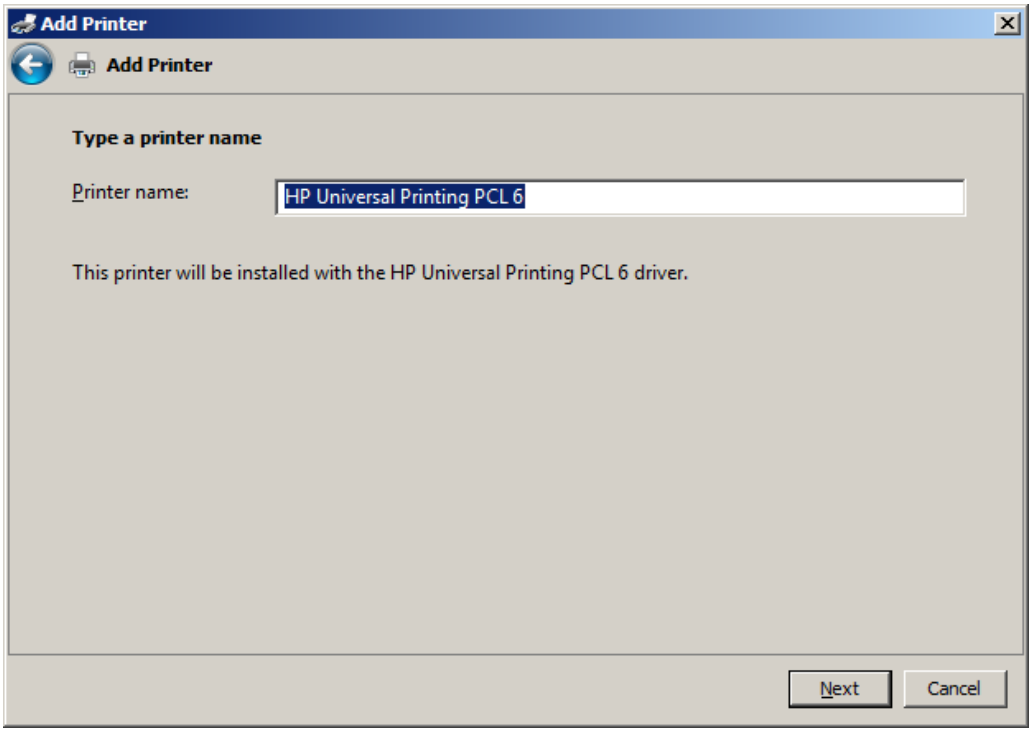


5. Select the printer drivers for your Device and select “Next.”

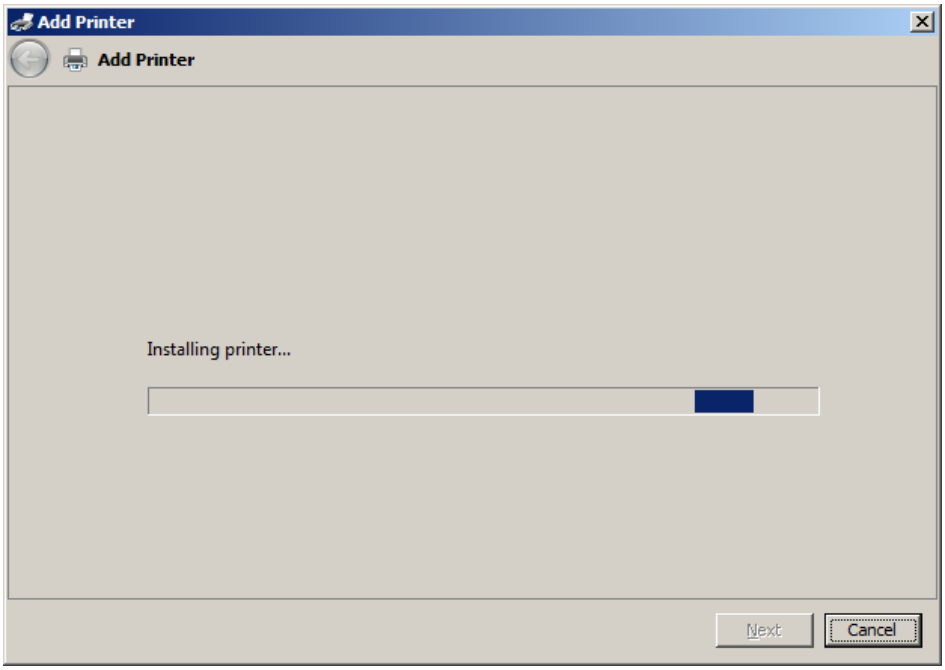




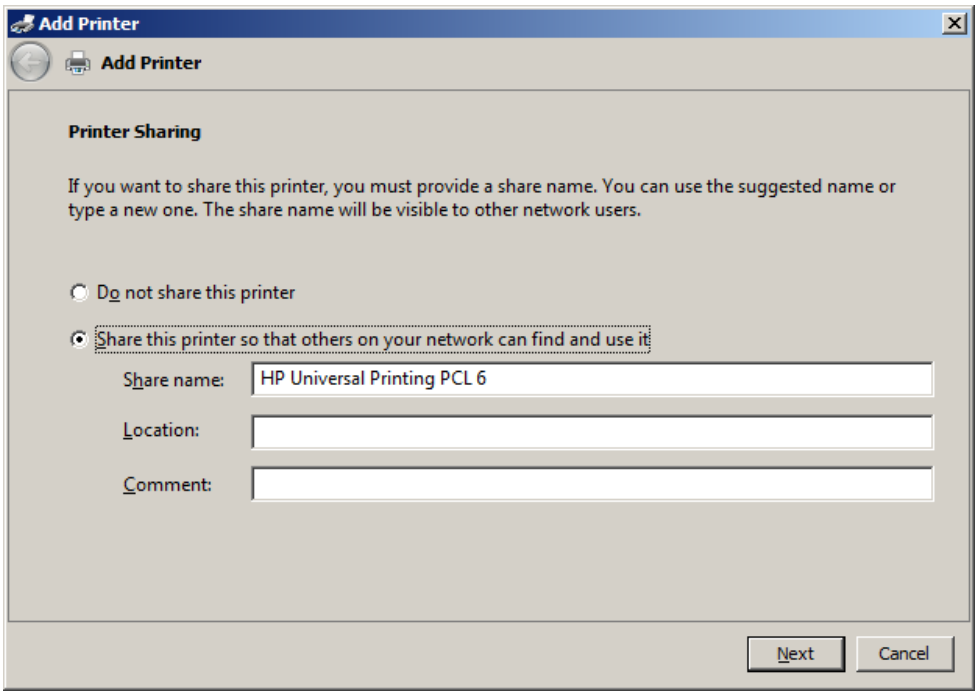
6. Use the recommended driver and then select “Next.”



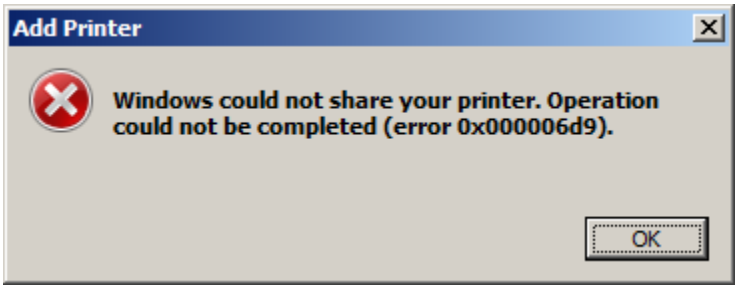
7. The software will then install.



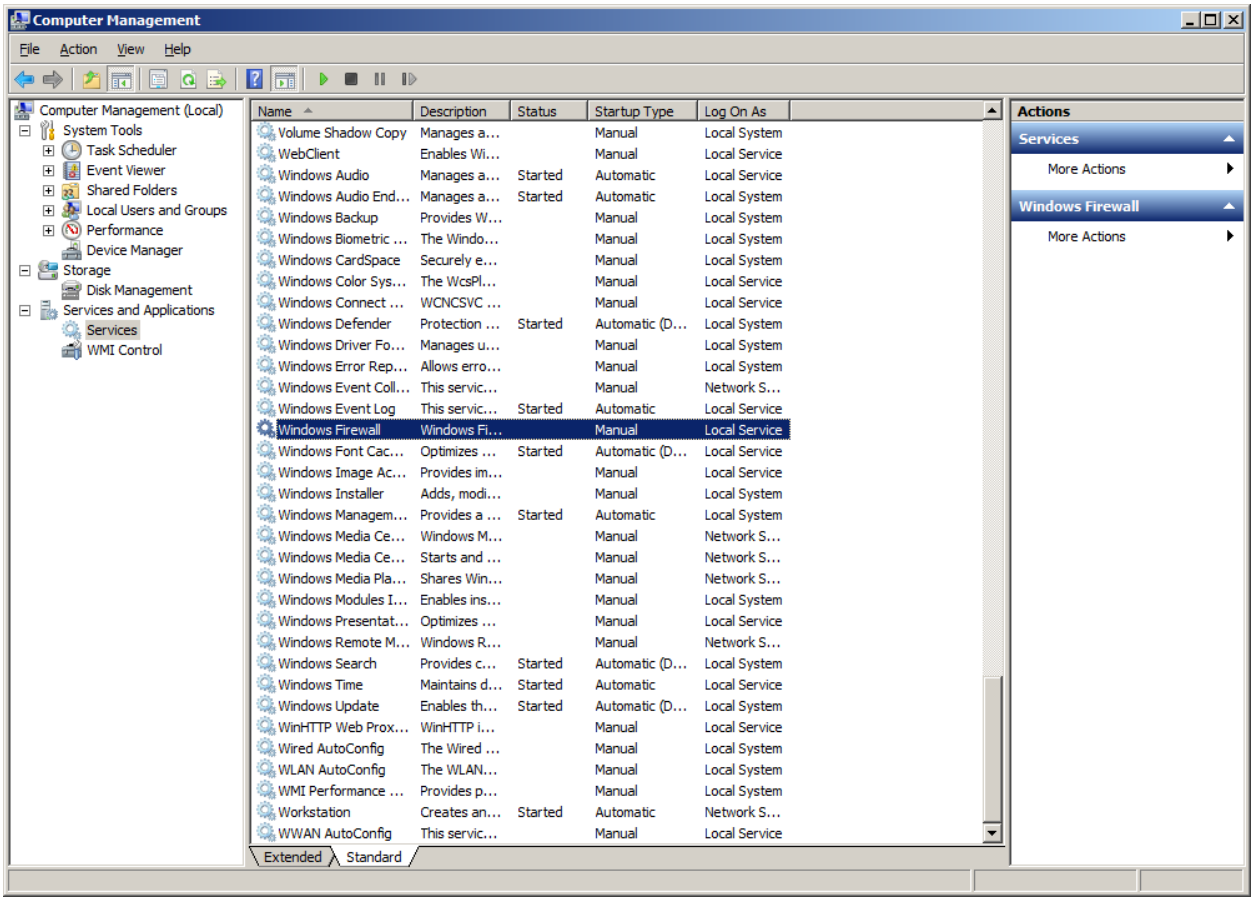
8. Select "*Share this printer so that others on your network can find and use it.*"

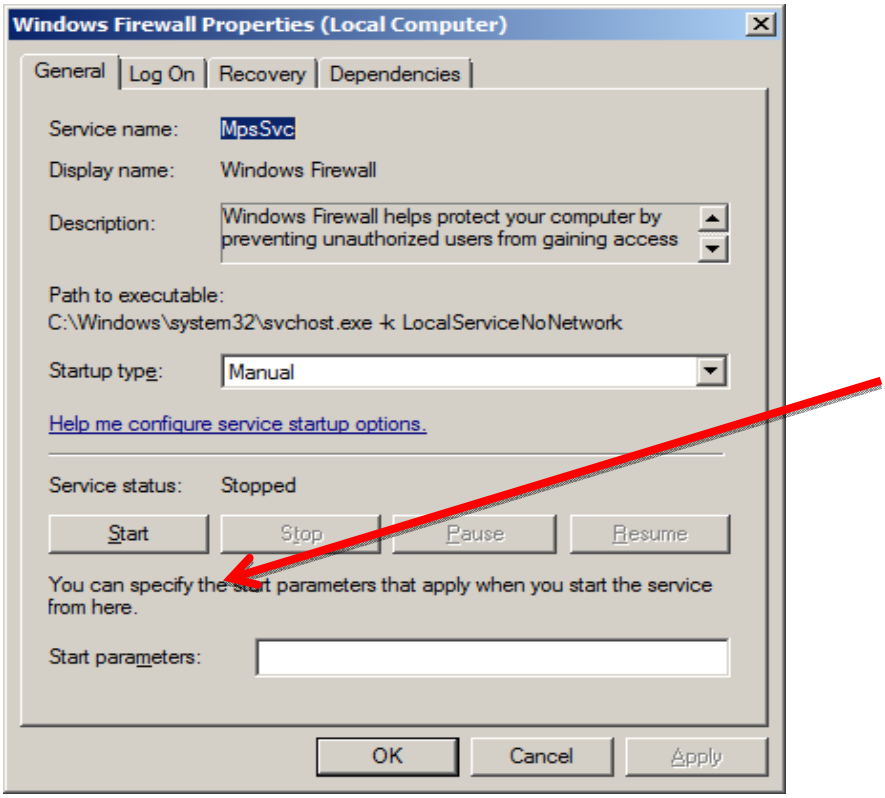


Note: If this error message is displayed then follow the next step.



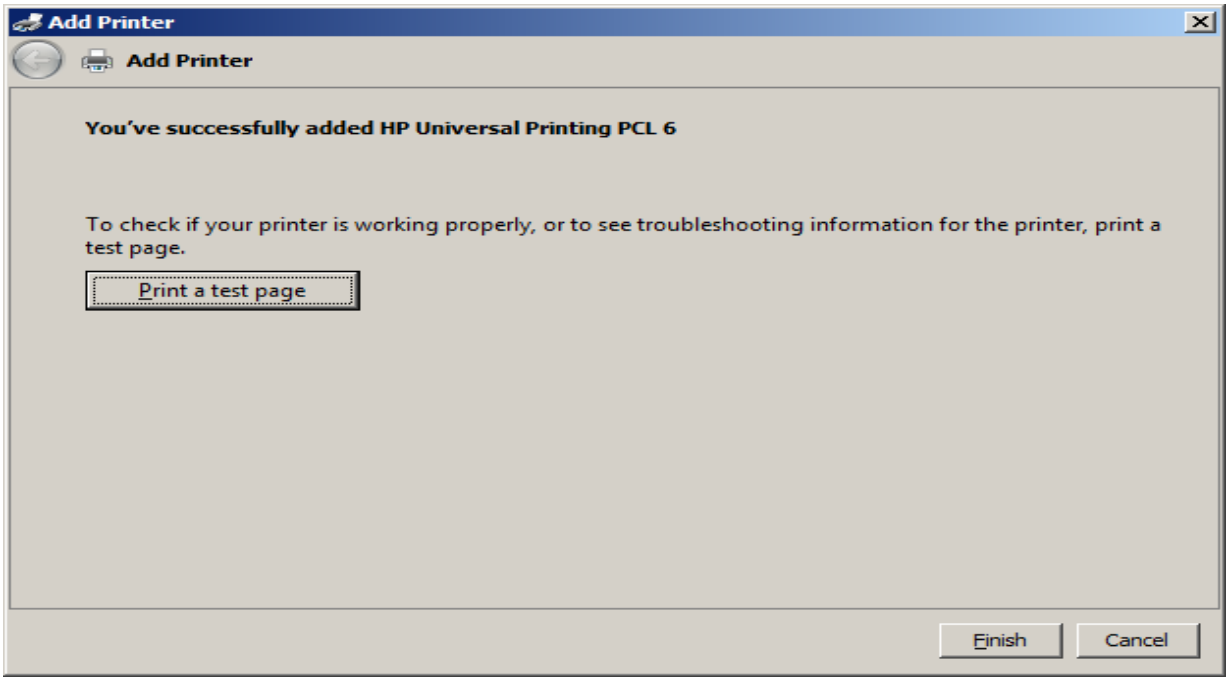
9. Go to manage computer, services and Start Windows firewall.





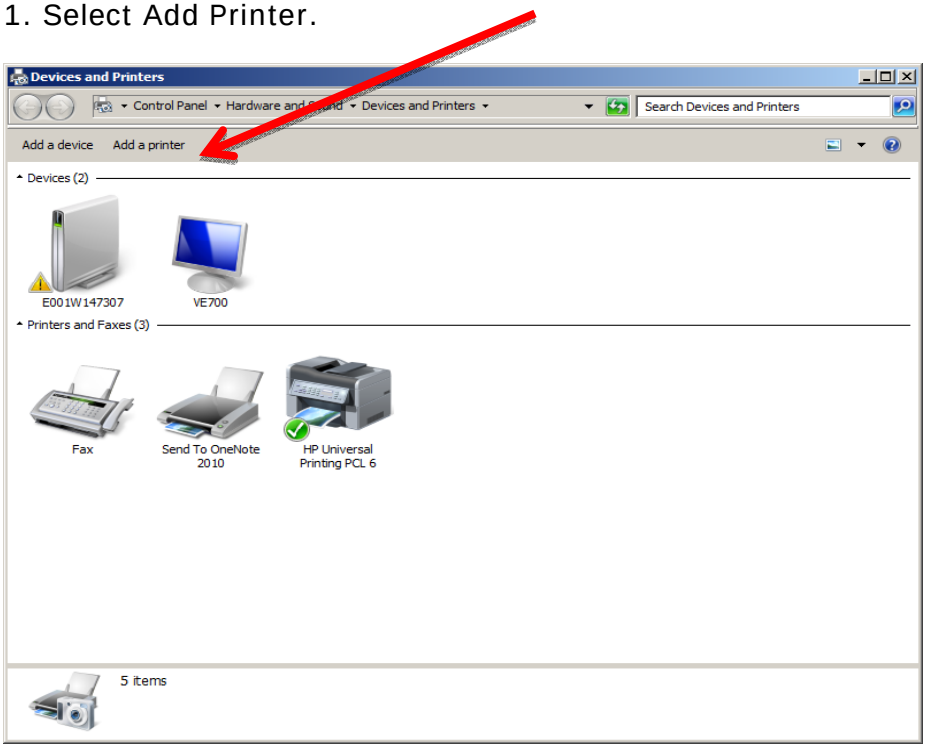
10. Select “Start” and then select ok.

11. Select finish to complete the printer installation.

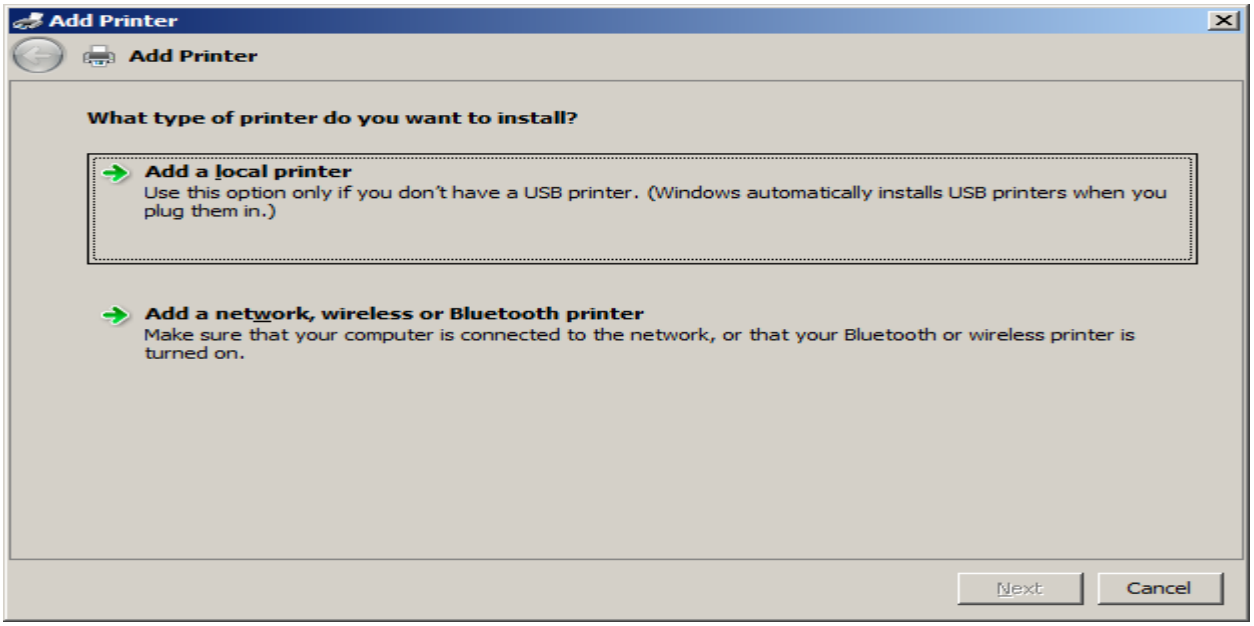


Adding a FORMPORT Printer

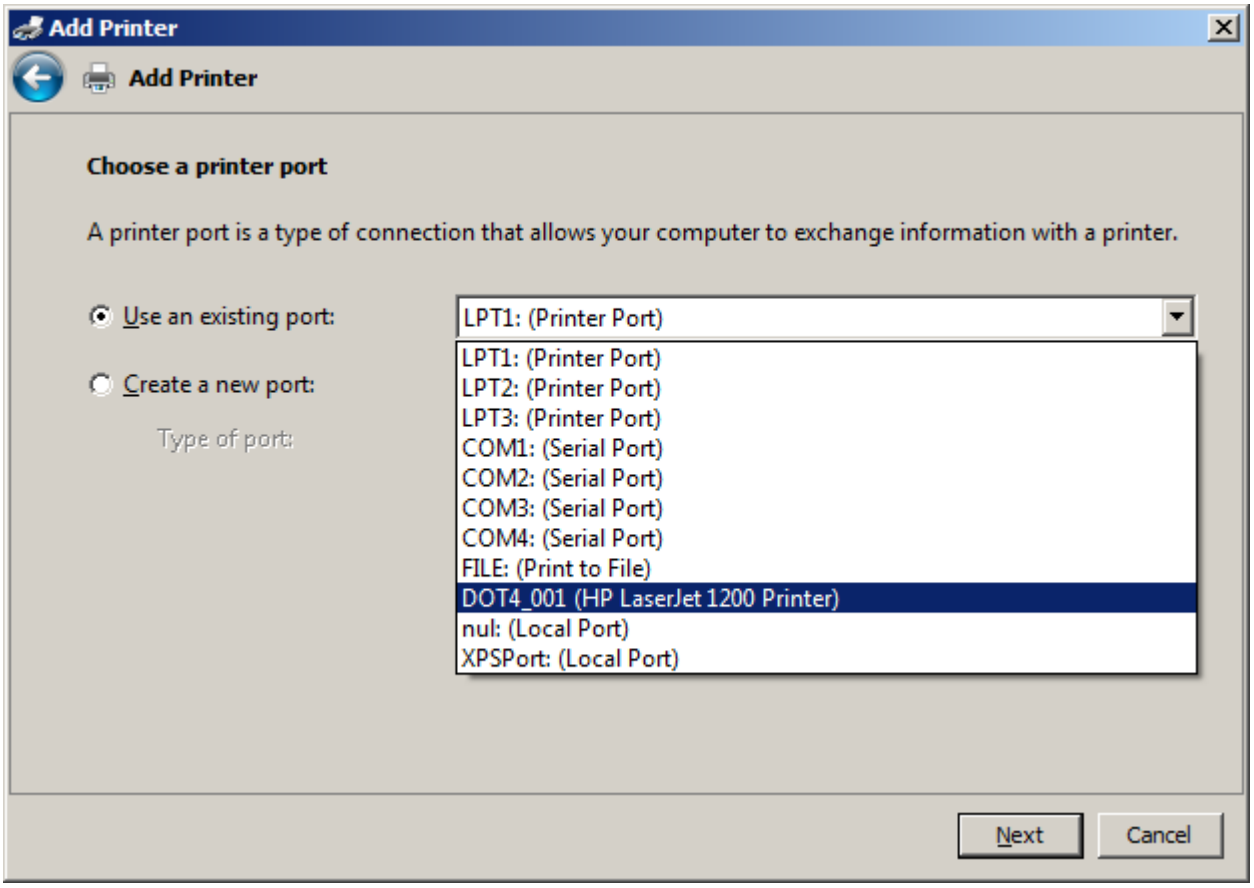
1. Select Add Printer.



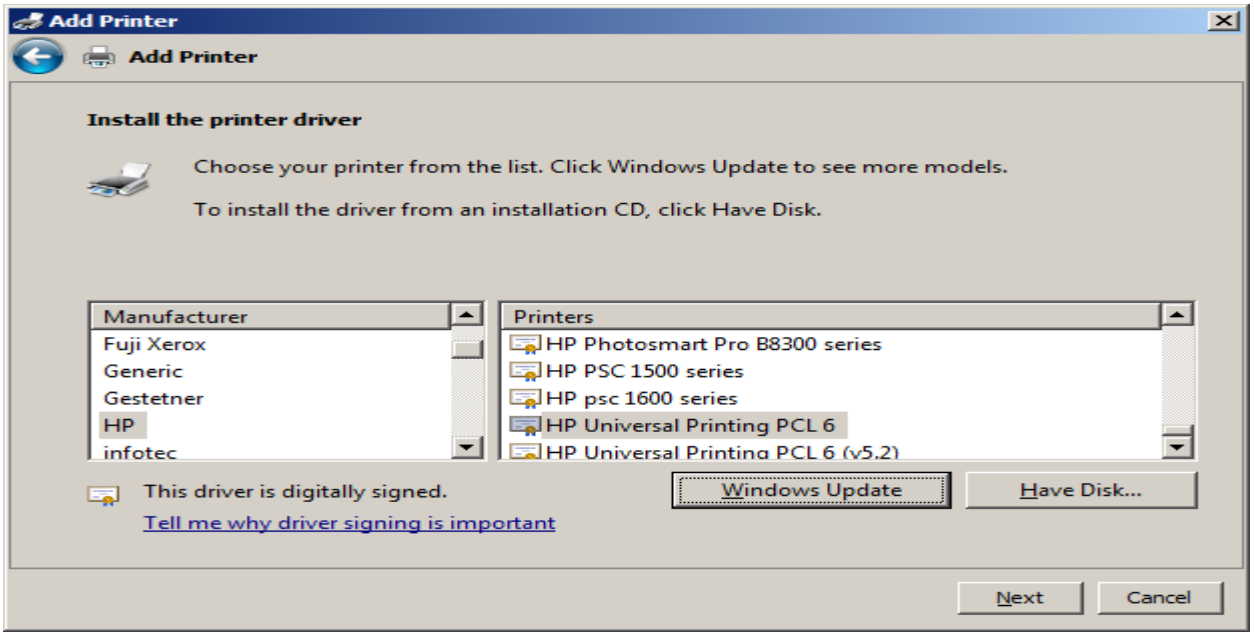
2. Add a Local Printer



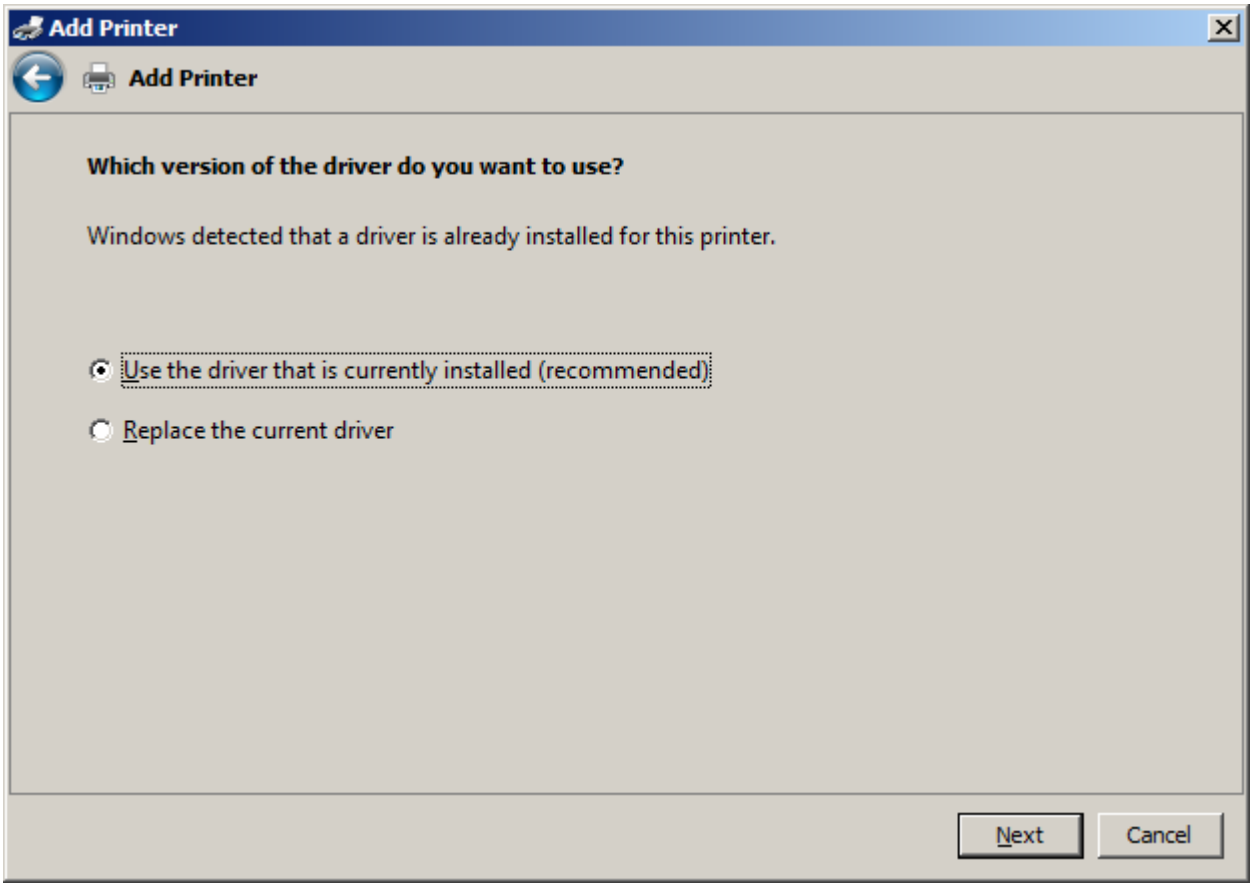
3. Select port from previously added Printer.



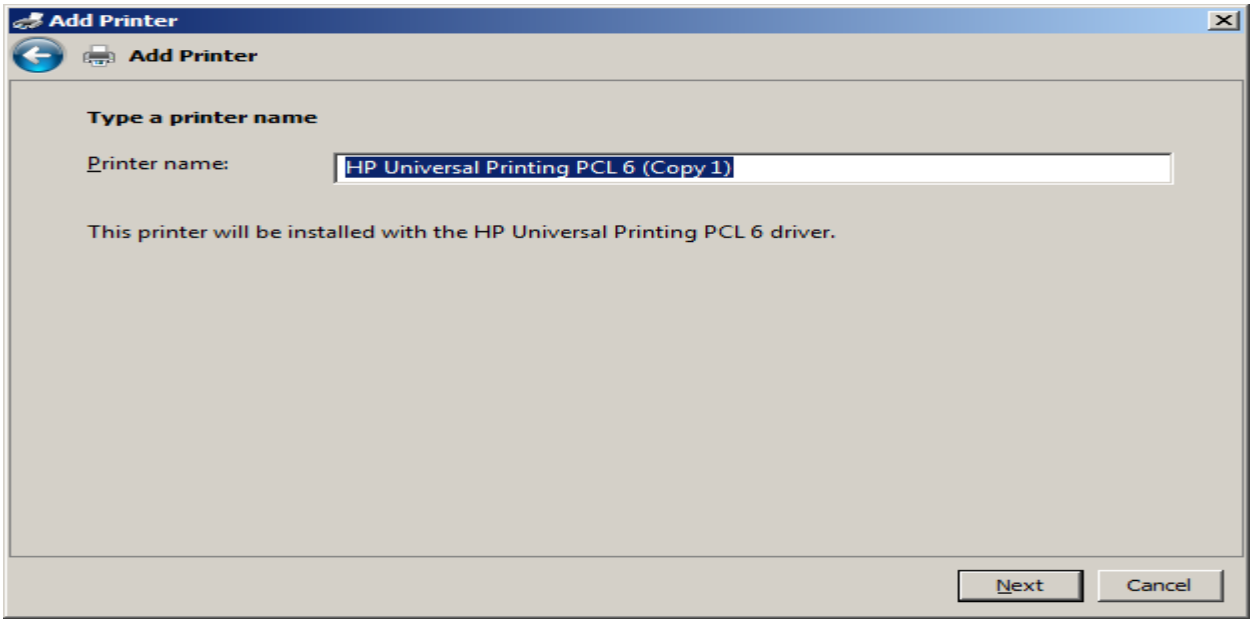
4. Select “Next” to choose drivers for the printer.

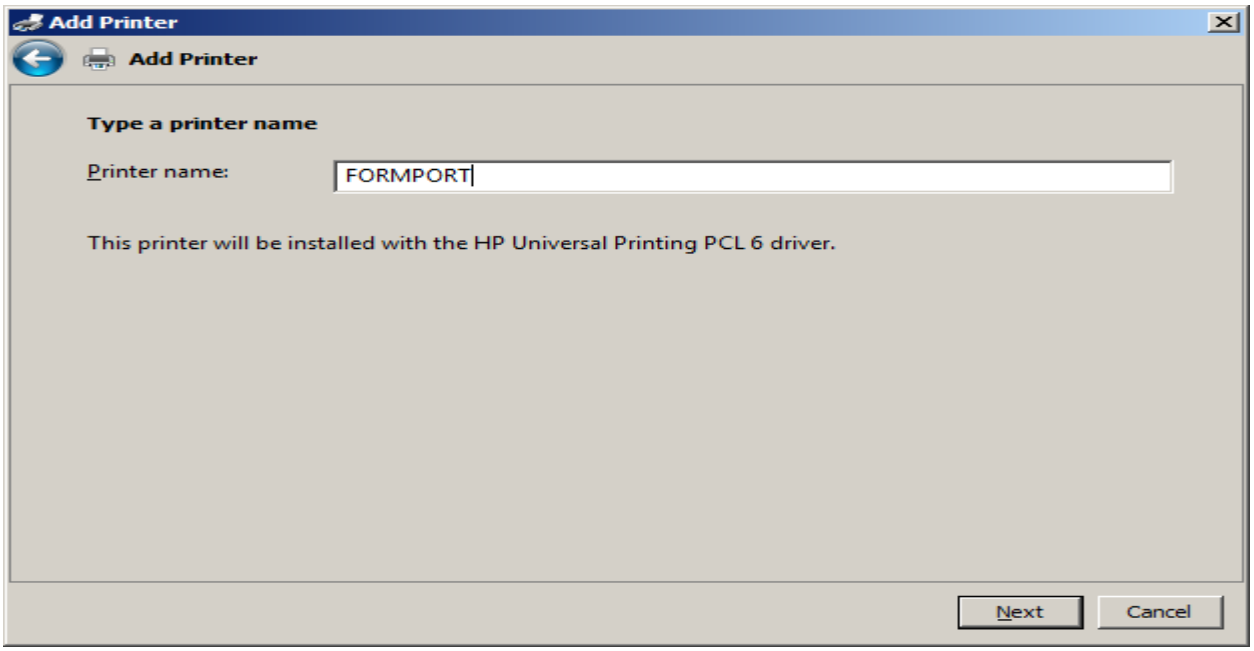


5. Select “Use the driver that is currently installed (recommended).”

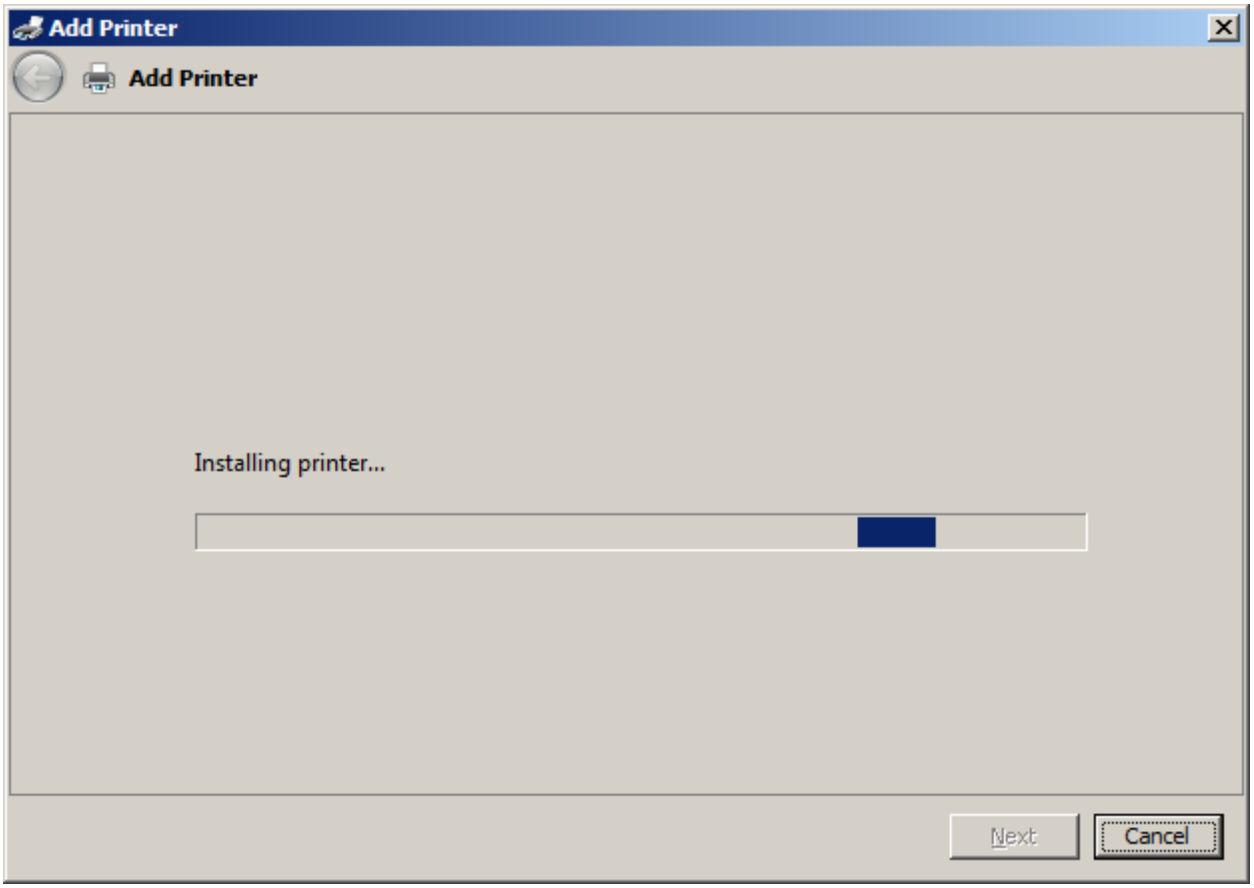


6. Change Printers name to “FORMPORT.” and then select “Next.”

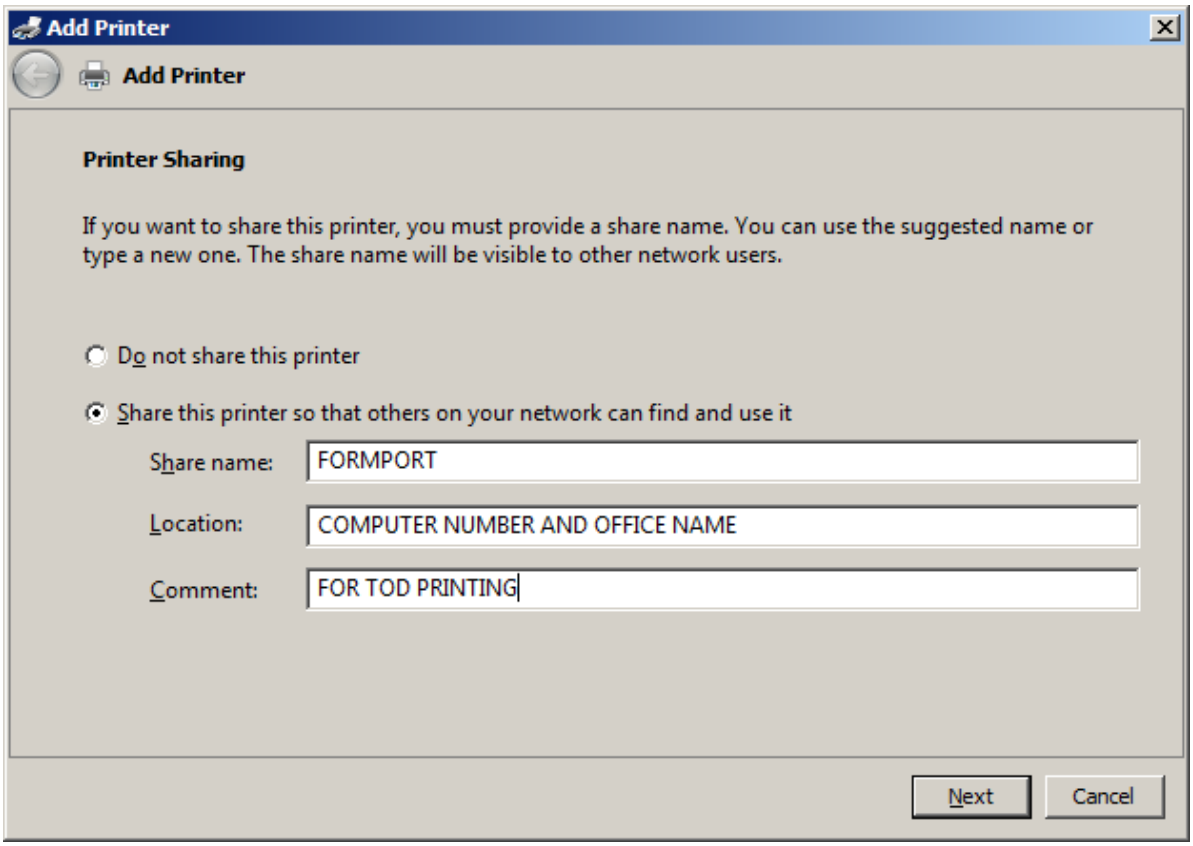




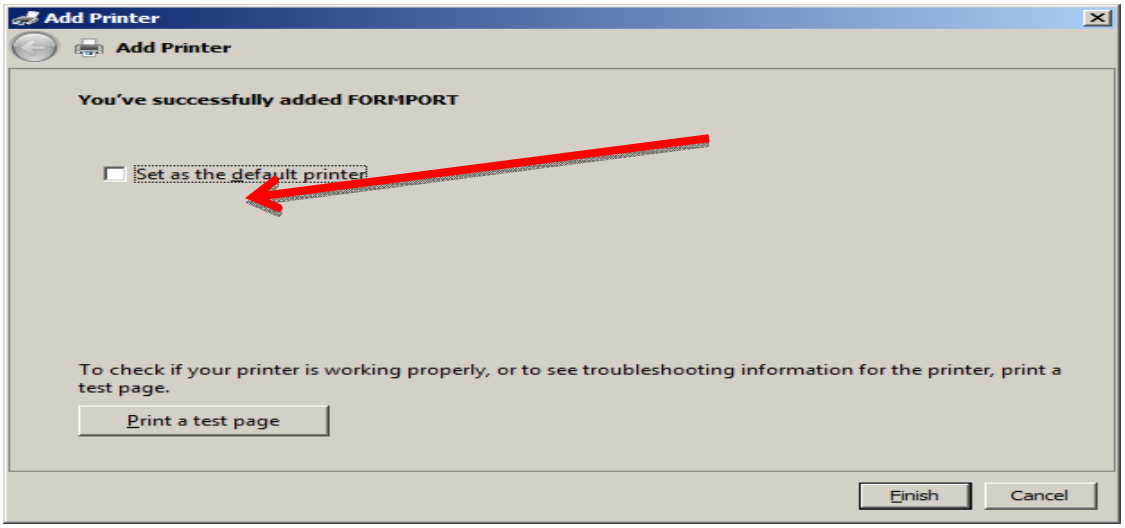
7. The printer will then install.



8. After the installation completes, share the printer as pictured below. Fill in your company's information in the location field.



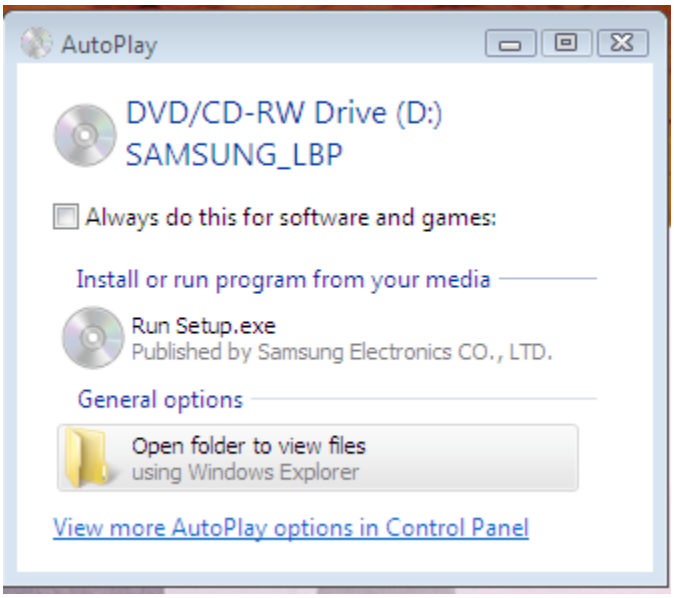
9. Deselect "*set as the Default printer*".



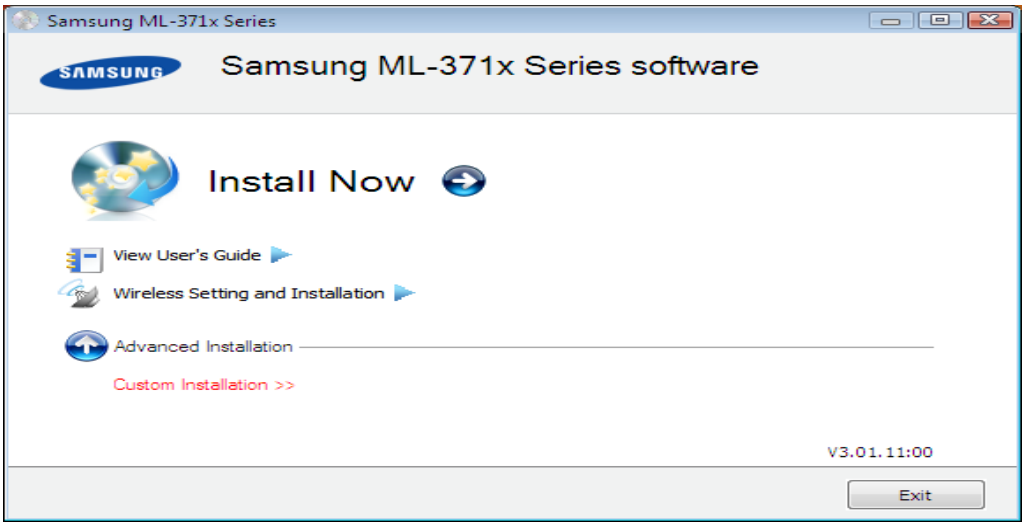
10. Select Finish to complete installation.

Samsung ML-3712 installation Instructions

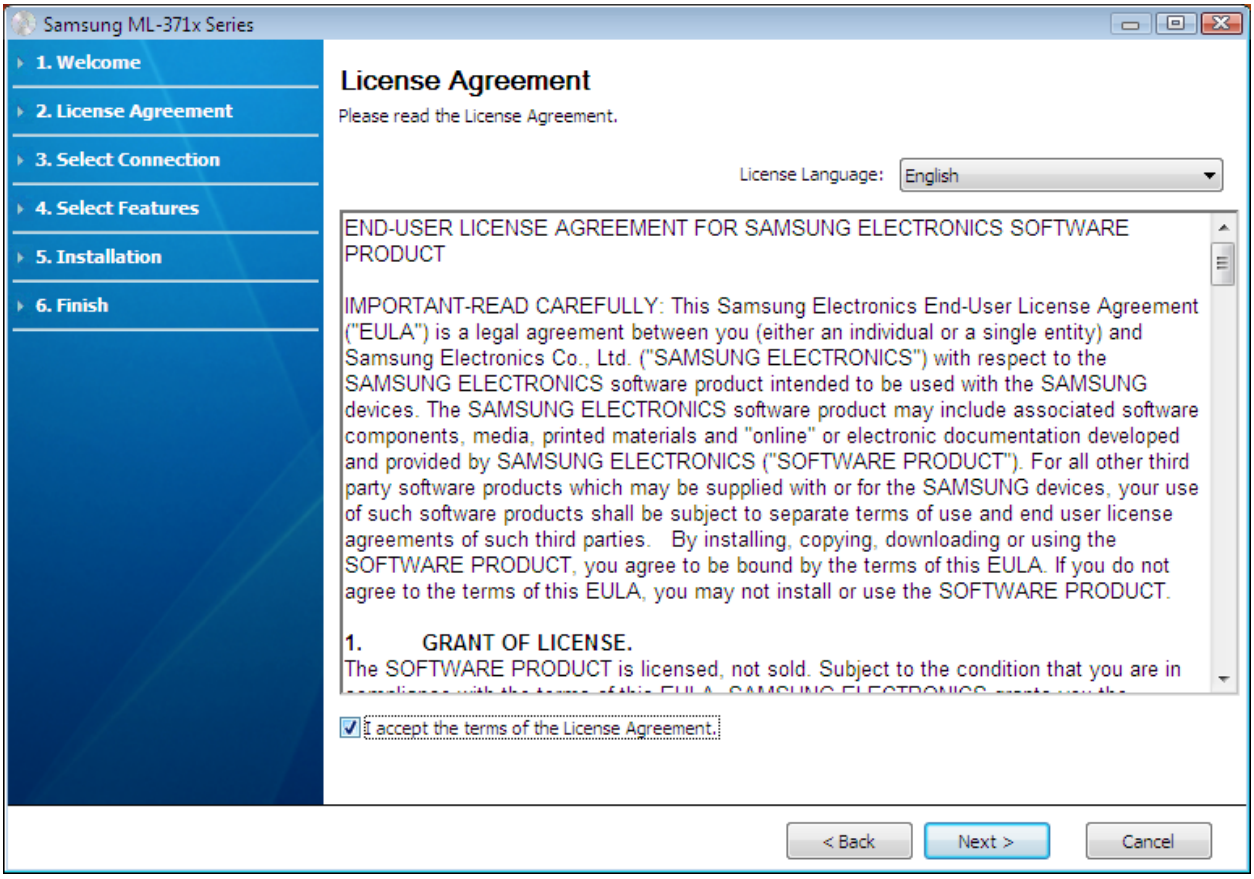
1. Place media in CD/DVD drive and then run setup.exe.



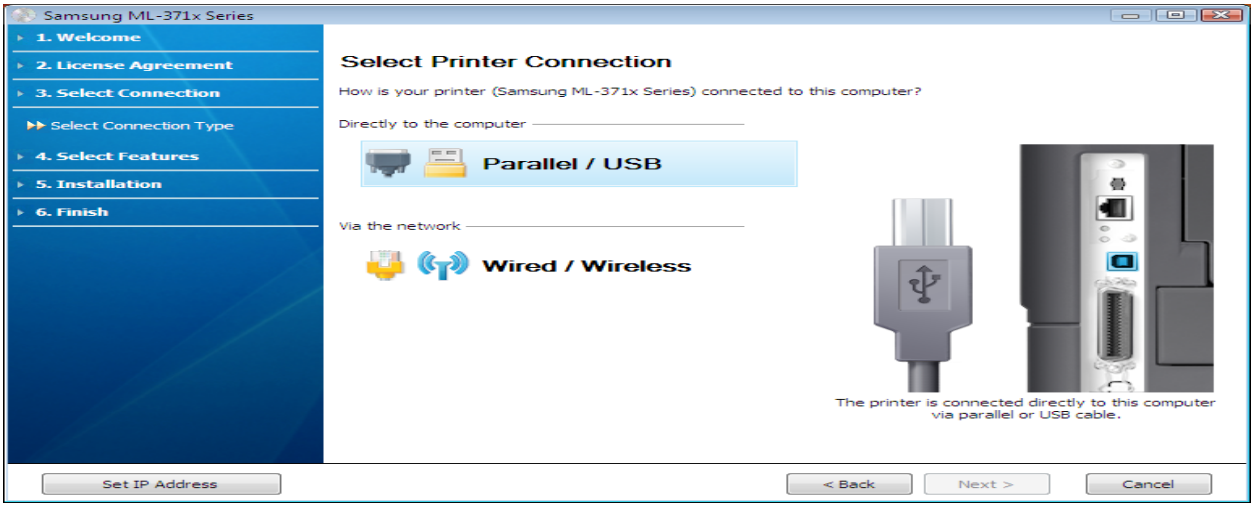
2. Select advanced and then select “Custom Installation.”



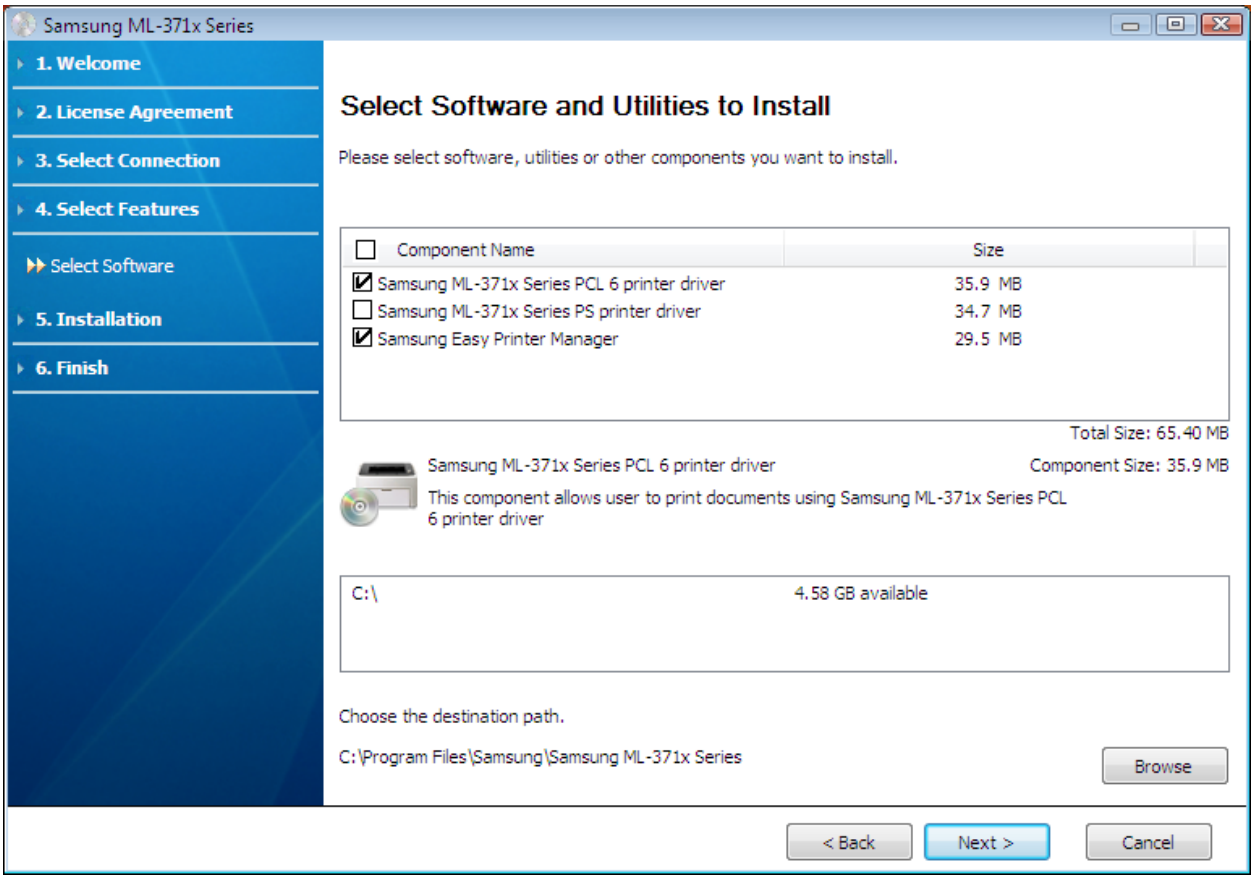
3. Accept the License Agreement, then select “Next.”



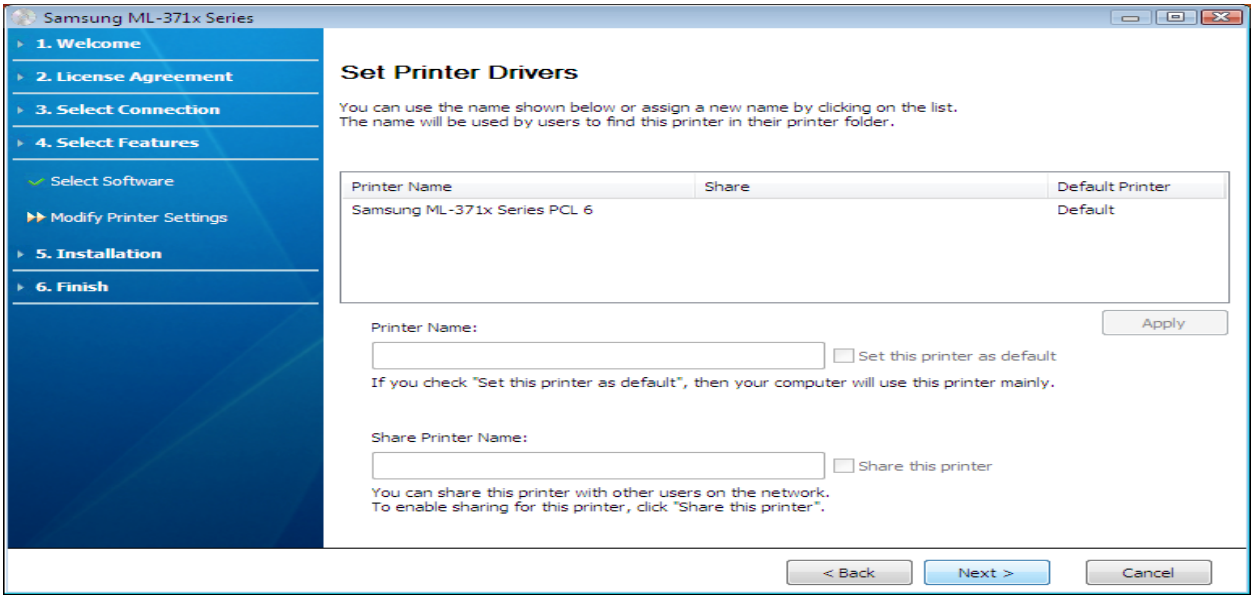
4. Select Parallel/USB and then select “Next.”



5. Select Samsung ML-371X series PCL 6 printer driver and Samsung Easy Printer Manager, and then select “Next.”

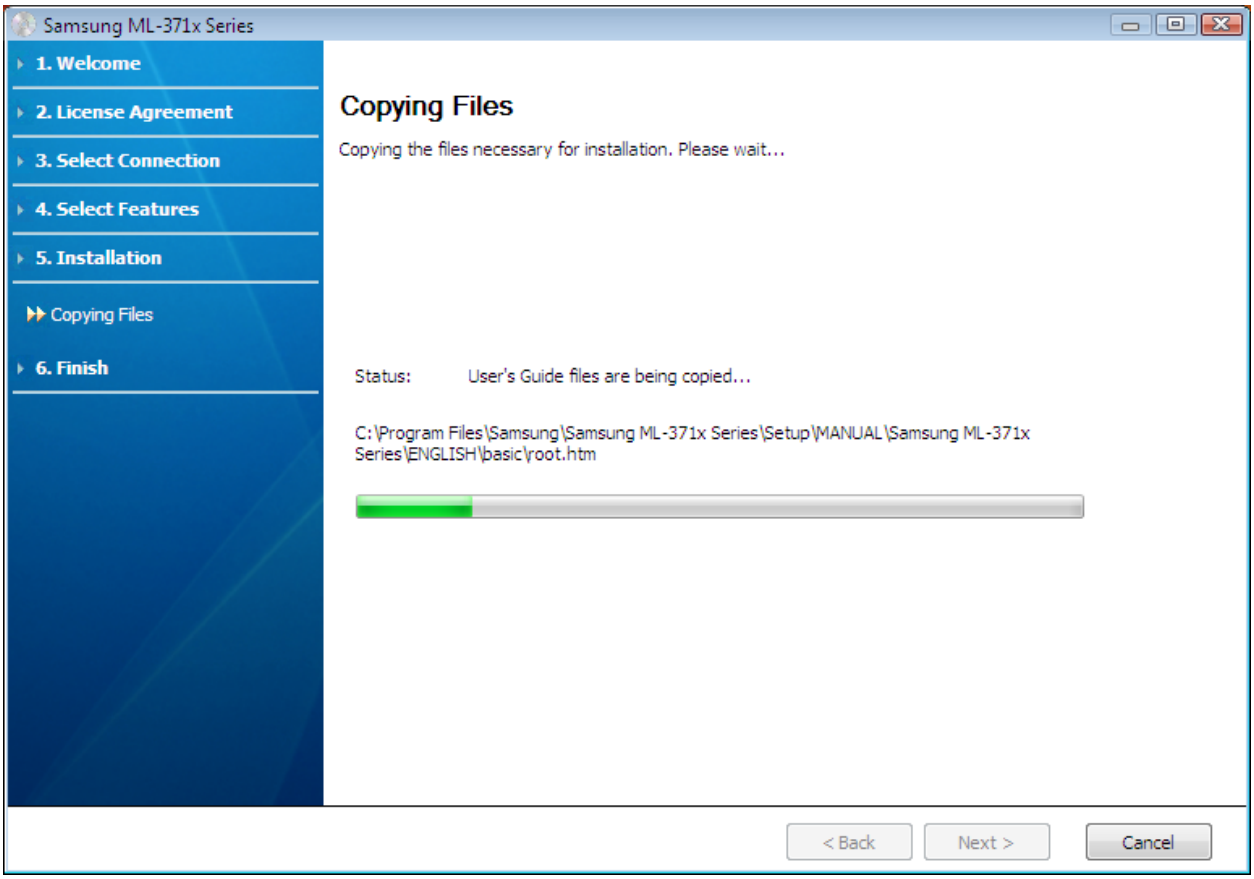


6. Select “Next.”



Note: *Optional to add information to Printer name, and Printer share name*.

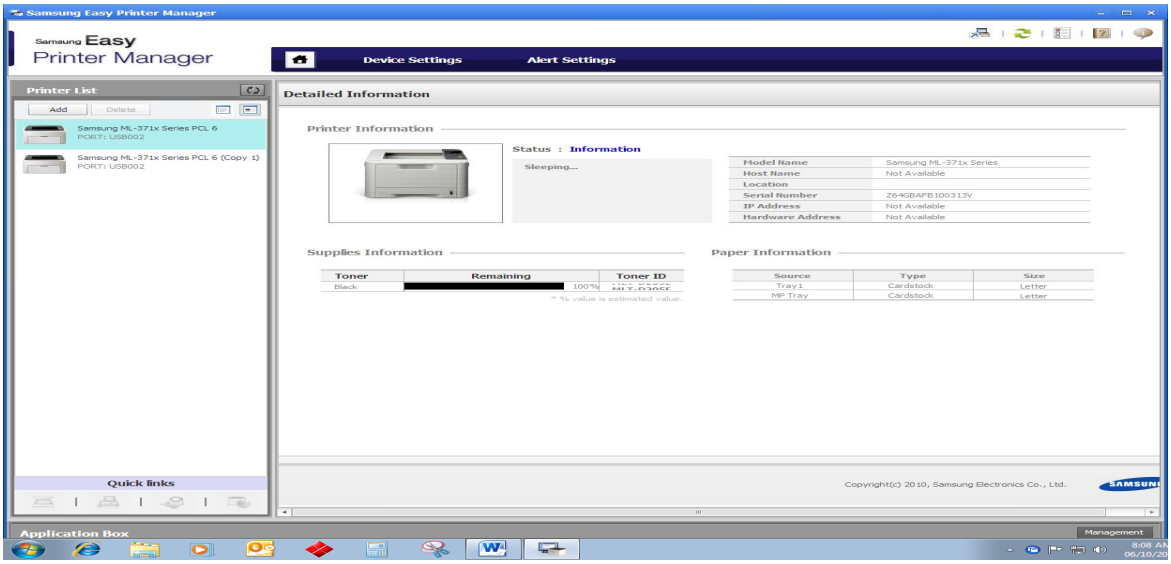
7. The drivers will then install the Printer and Management Tool.



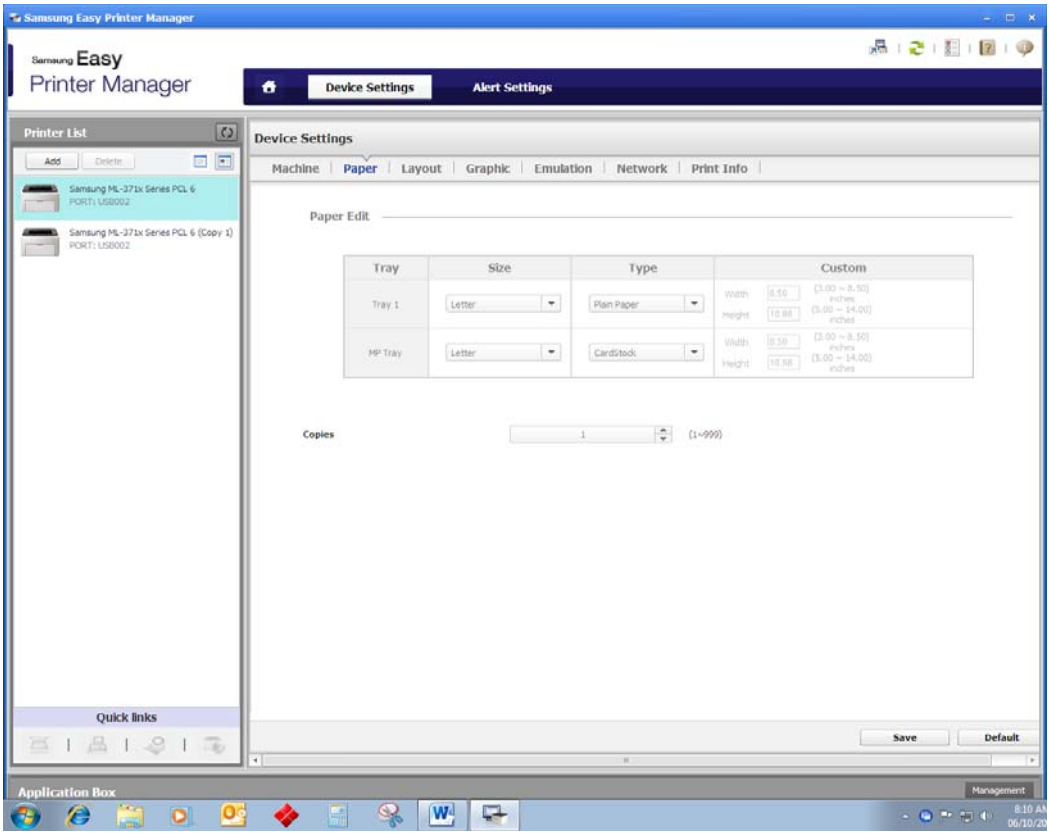
8. Select finish once drivers have been installed.

STEP 2

1. Start – Programs - Samsung Printers - Samsung Easy Print Manager



2. Select Device Settings and then select the Paper tab.



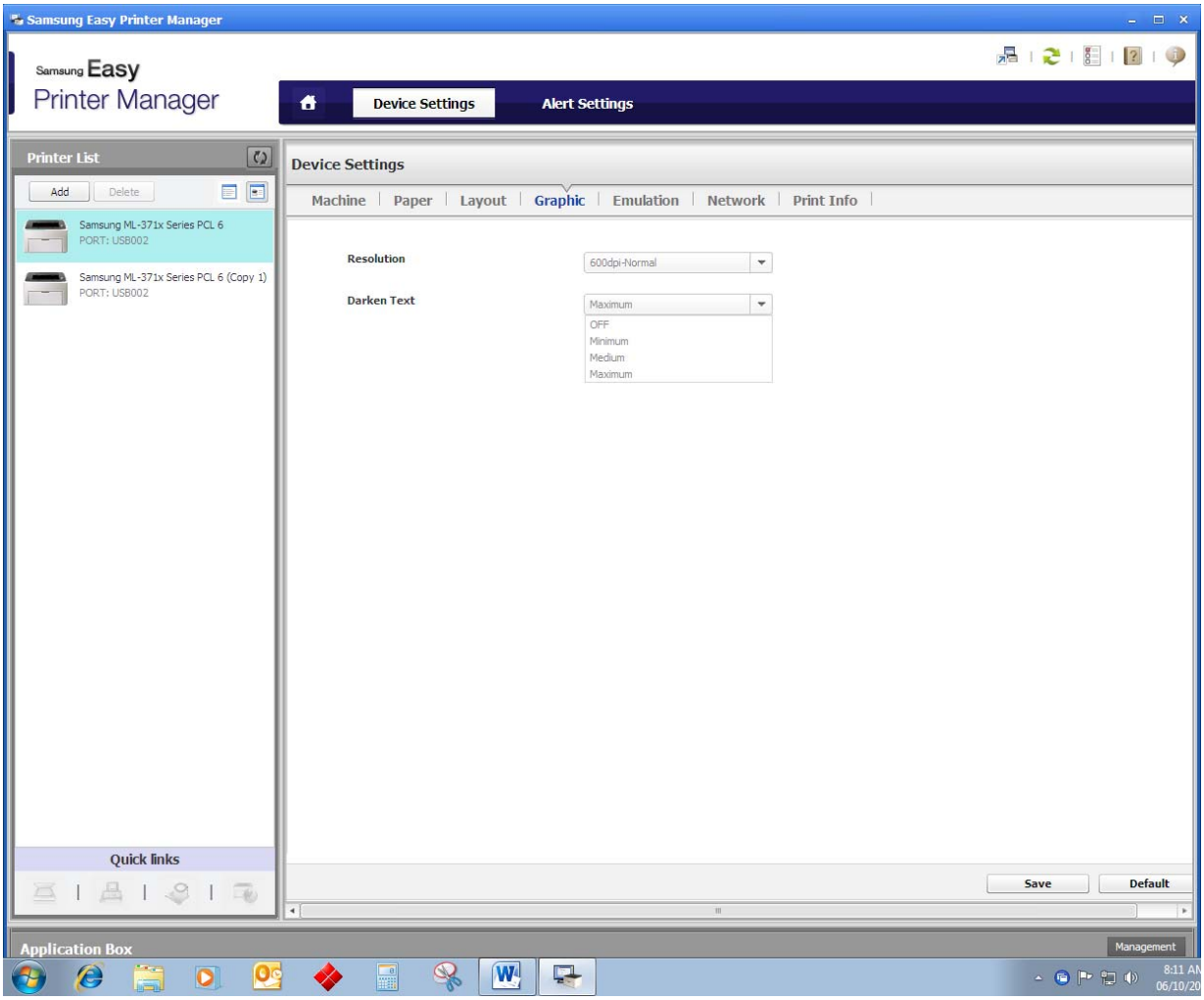
3. Under “Paper Type for MF Tray” select the cardstock option.

4. Select save to save the changes.

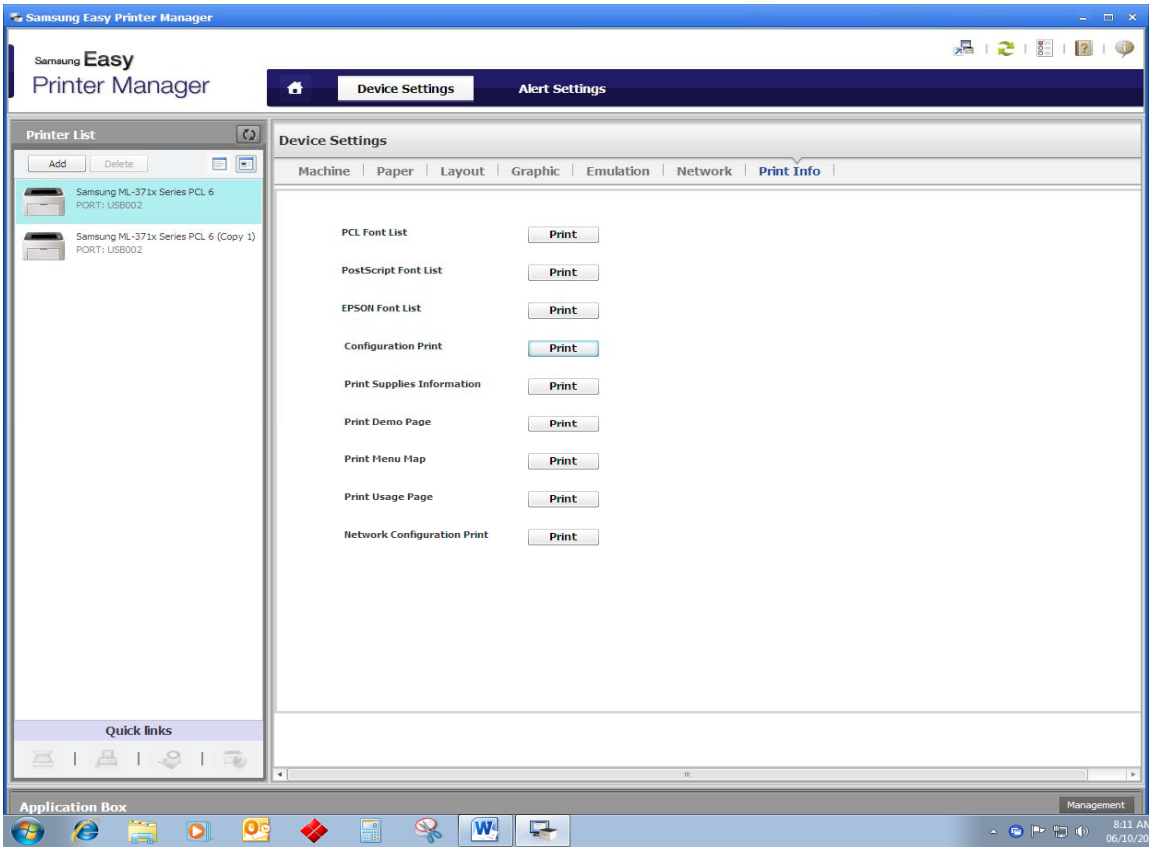
5. Select the Graphic tab.

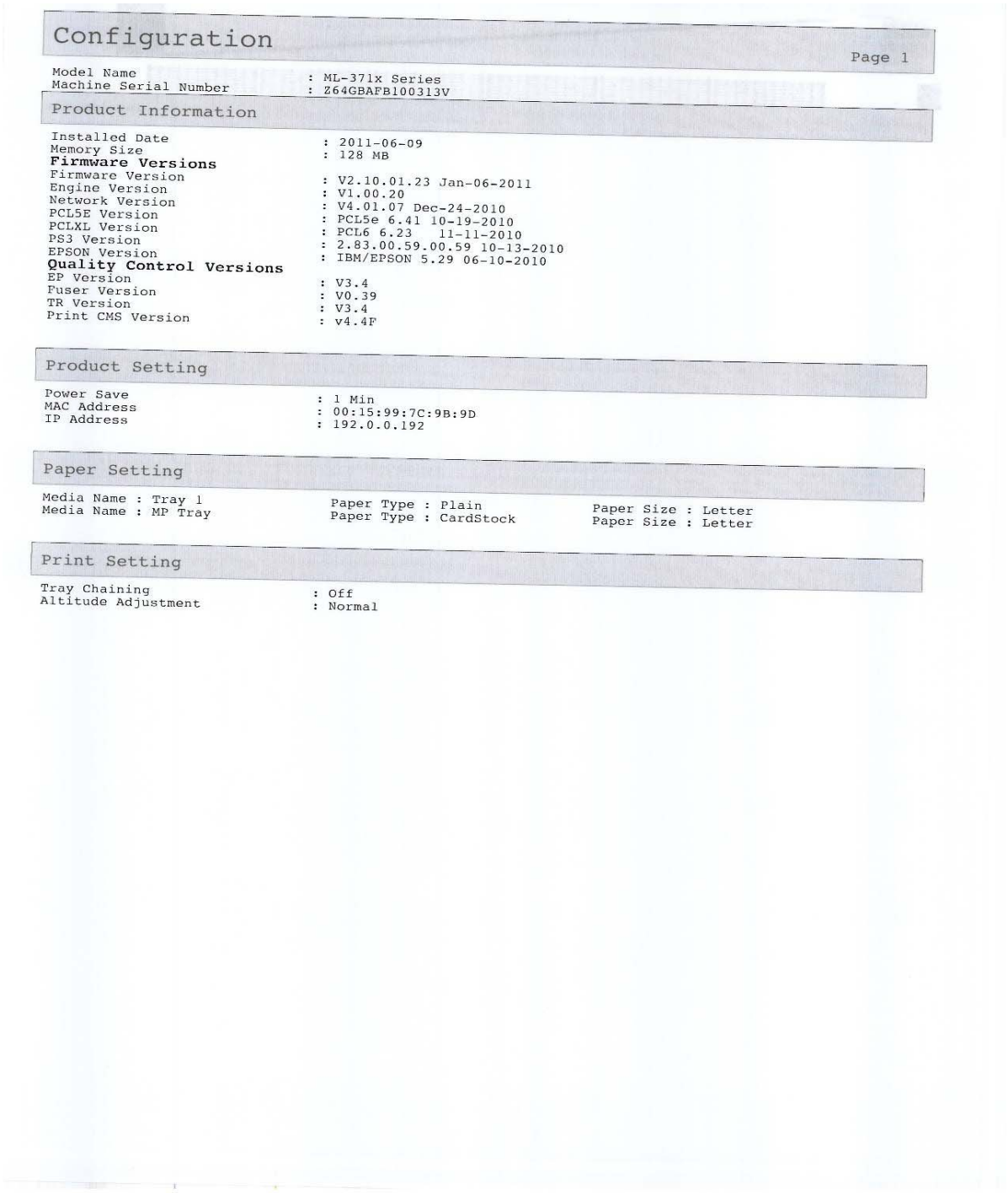
6. Set the resolution to 600 DPI Normal.

7. “Darken Text” should be set to Maximum and then select save to save your changes.



8. Select the Printer info tab, and then print the configuration page.


Samsung Easy Printer Manager
Samsung Easy
Printer Manager
Device Settings
Alert Settings
Printer List
Add
Delete
Samsung ML-371x Series PCL 6
PORT: USB002
Samsung ML-371x Series PCL 6 (Copy 1)
PORT: USB002
Quick links
Device Settings
Machine
Paper
Layout
Graphic
Emulation
Network
Print Info
PCL Font List
Print
PostScript Font List
Print
EPSON Font List
Print
Configuration Print
Print
Print Supplies Information
Print
Print Demo Page
Print
Print Menu Map
Print
Print Usage Page
Print
Network Configuration Print
Print
Application Box
Management



Configuration

Page 1

Model Name : ML-371x Series
Machine Serial Number : Z64GBAFB100313V

Product Information

Installed Date : 2011-06-09
Memory Size : 128 MB
Firmware Versions
Firmware Version : V2.10.01.23 Jan-06-2011
Engine Version : V1.00.20
Network Version : V4.01.07 Dec-24-2010
PCL5E Version : PCL5e 6.41 10-19-2010
PCLXL Version : PCL6 6.23 11-11-2010
PS3 Version : 2.83.00.59.00.59 10-13-2010
EPSON Version : IBM/EPSON 5.29 06-10-2010
Quality Control Versions
EP Version : V3.4
Fuser Version : V0.39
TR Version : V3.4
Print CMS Version : v4.4F

Product Setting

Power Save : 1 Min
MAC Address : 00:15:99:7C:9B:9D
IP Address : 192.0.0.192

Paper Setting

Media Name : Tray 1 Paper Type : Plain Paper Size : Letter
Media Name : MP Tray Paper Type : CardStock Paper Size : Letter

Print Setting

Tray Chaining : Off
Altitude Adjustment : Normal

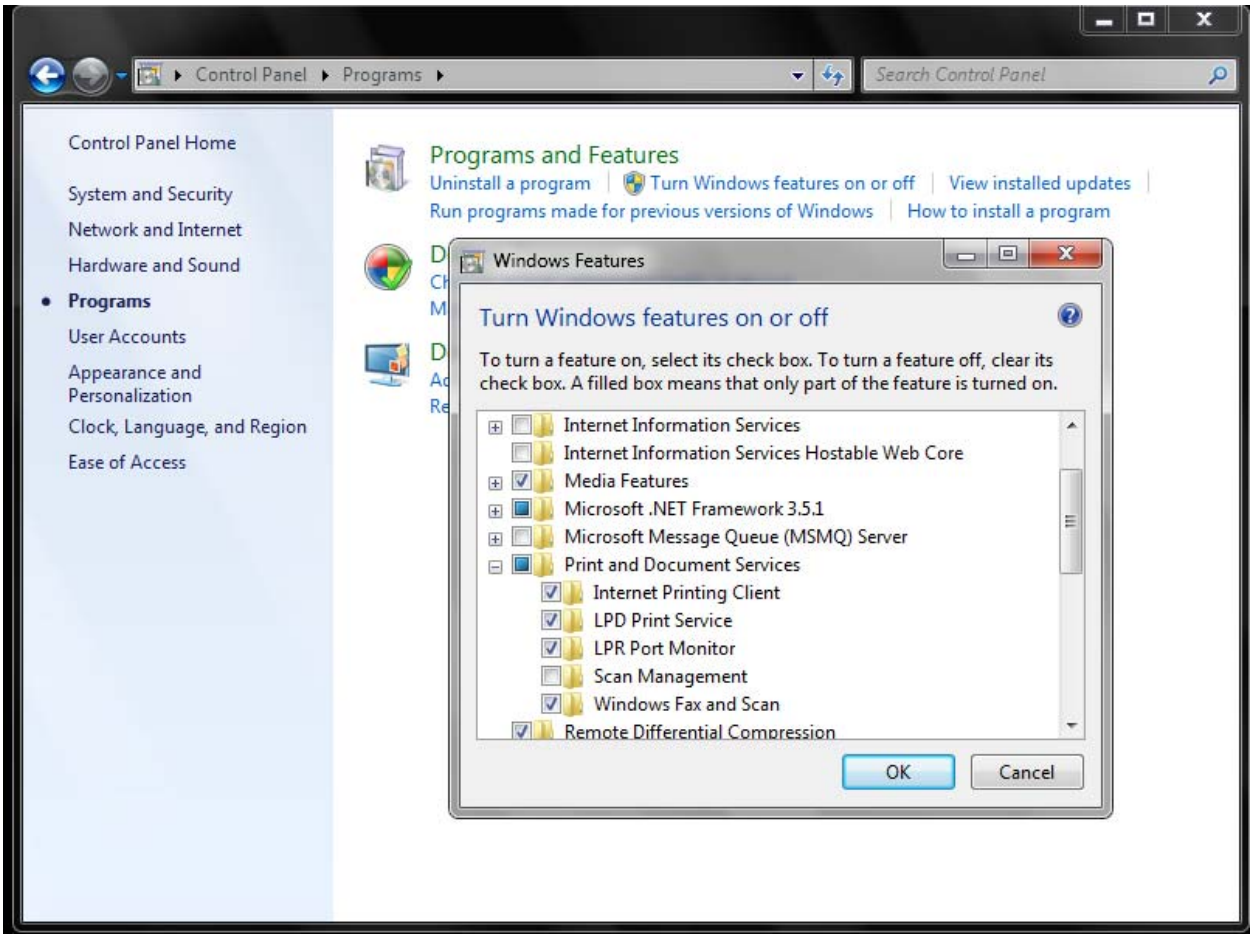
Note: *These setting will then be hard coded on the Printer*.

9. Lastly, create additional printer (“Add a Printer”), name it FORMPORT, and you’re done. No need to make settings changes within the newly created FORMPORT printer Properties. Those made in the SAMSUNG Easy Printer Manager take care of it.

Additional printer setting for Windows 7

Select Programs and Features

Turn Windows features on or off

Under Print Document Services

Make sure that Internet Printing Client, LPD Print Service and LPR Port Monitor are checked.